



CONSULT/REQUEST TRACKING USER MANUAL



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Introduction

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Introduction

The *Consult/Request Tracking User Manual* provides descriptions of Consults' options and other information required to effectively use the Consult/Request Tracking package (or Consults).

This manual is for people who use the Consults package in the course of their hospital duties, including:

Care providers: doctors, nurses, pharmacists, and therapists who make or service requests for consultations on patients.

Clerical staff, who assist the above-mentioned people.

Quality Assurance and management, who have an interest in seeing that VA patients receive the best possible care.

Consults functionality is available from a Windows interface (GUI—Graphical User Interface) on a PC workstation or from a roll-and-scroll List Manager (LM) interface on a traditional CRT (Cathode Ray Tube) terminal or terminal emulation software on a PC workstation.

You can pull out parts of this manual, such as the **User Introduction to GUI** section or the **Package Operation** section, to use for unit training or reference. General parts of this manual, such as the **Package Orientation** section, have been written with examples from Consults to make the general information more meaningful to this application.

Overview

Purpose

Consult/Request Tracking package V. 3.0 improves the quality of patient care by:

Interfacing with CPRS to provide an efficient mechanism for clinicians to order consults and procedure requests.

Providing consulting services with the ability to update and track the progress of a consult/procedure request from the point of receipt through its final resolution.

Providing results reporting that includes doctor's notes and comments entered during the tracking process.

Relationship to Other Packages

The Consults package works with the following packages:

Computerized Patient Record System (CPRS)

Text Integration Utilities (TIU)

Relationship of Consults to CPRS

From CPRS Actions to Consults:

Ordering

Order checking

Order updates via HL7 messages

Tracking Consults activity

Resulting TIU and Consults

Notifications

From Consults actions to CPRS:

Consult status changes update the CPRS order

Forwarded and edit/resubmitted consults get a new service/correction order from CPRS

Sends alerts based on consult activity

Relationship of Consults to TIU

From TIU Actions to Consults:

Select a consult to associate with a note

One consult link per consult note

Sends TIU updates to consult package for:

New consult note entered

Consult note completed

Introduction

New addendum completed

Disassociate a note

Extract notes for SF 513 and displays

From Consult Actions to TIU:

A consult may have multiple notes associated with it.

Lists the notes associated with a consult.

Uses TIU to act on a note.

Updates consult status and activity log from TIU updates.

Enhancements since Version 2.5

General

Consults now uses the List Manager (LM) interface.

Consults can also be accessed through Windows NT, Windows 95, or a later Microsoft Windows version with the CPRS GUI Interface.

Consult ordering is managed by CPRS Order Entry from within the CPRS Order tab. This includes Quick Orders.

Consult resulting is based on TIU Consult Notes, Medicine package results, and provider comments.

Services must be defined within the ALL SERVICES hierarchy in order to access their consults and requests.

Tracking services are not orderable unless the user is an update user for the service or its parent service.

Alert Actions

Users can process consult service update actions from the alert.

The recipient of an alert for a cancelled request, can edit and resubmit the request from the alert

Reporting

The Standard Form 513 is based on a hard-coded consults routine instead of the OE/RR Print Formats. This facilitates results printing when the consult reaches final resolution.

A report with completion time statistics has been added.

A report with pending consults has been added.

Lists of consults can be viewed by order status, service, and/or date range.

Communications

HL7 messages and protocols are the communications medium between CPRS and Consults.

Introduction

Setup

Consult services have a related entry in the CPRS Orderable Items file (#101.43).

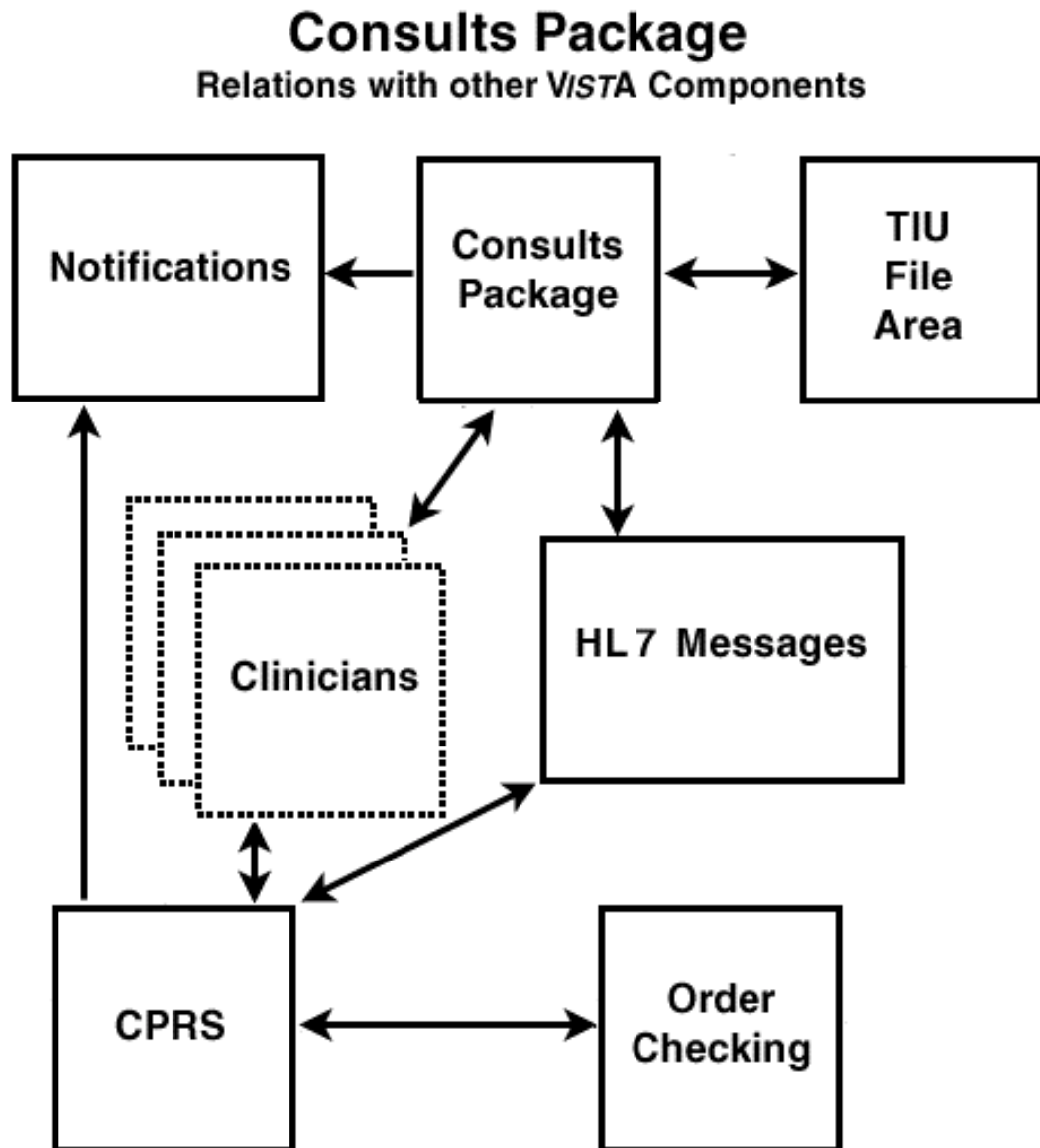
GMRCR namespaced protocols (procedures) have a related entry in the CPRS Orderable Items file (#101.43).

Protocols that are defined on an order menu are considered quick orders and are defined in the CPRS Order Dialog file (#101.41). This includes the GMRCR and GMRCT namespaces.

Management of procedures and services must be done through Consult options.

Relations with other *VISTA* Components

The Consults package communicates with CPRS through HL7 messages. Order Checking receives information from the Consults package through CPRS. Notifications is the only major package that Consults communicates with directly. When the requesting clinician signs the order, Consults sends a notification to the consulting physician and when the consulting physician signs the final report, Consults sends a notification to the requesting physician.



Related Manuals and Other References

If you are an ADPAC or IRM personnel, the *Consult/Request Tracking Technical Manual* would probably aid in your understanding of Consults setup and operation.

Consults is installed with CPRS, so the *CPRS Installation Guide* is the appropriate manual to refer to on installation issues that aren't covered in the *Consult/Request Tracking Technical Manual*.

TIU provides boilerplate text and other text-oriented services. The *TIU Clinical Coordinator & User Manual* would assist you in using these features.

Consults package is highly integrated with CPRS. As such, any Consults package user should be familiar with the *CPRS Clinician's Getting Started Guide* and the *CPRS Clinical Coordinator & User Manual*.

See our web pages at:

`vista.med.va.gov/consults`

and

`vista.med.va.gov/cprs`

Package Orientation

The Introduction, Package Orientation, and Package Management sections of this manual provide general package information about the Consults package. The Package Operation section of this manual is specific to Application Coordinators, CPRS users, and Consults users.

Anyone using the Consults package needs to know how to log on, navigate among menus and options, and respond to prompts for data entry. If necessary ask your Application Coordinator or an IRMS staff member to help you in obtaining material on these topics. *VISTA* instruction manuals, such as the *DHCP User's Guide to Computing*, provide basic information about general computing and your computer system.

Windows Interface

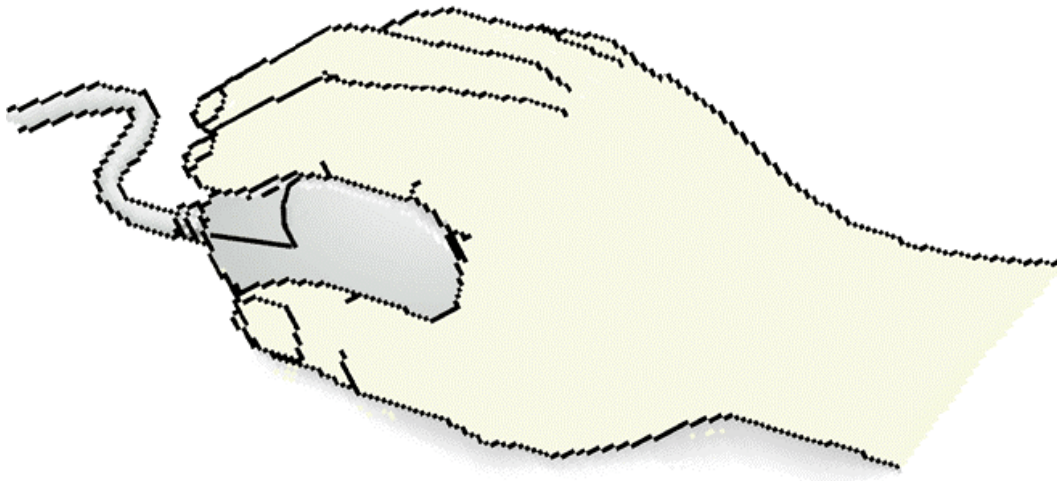
The CPRS graphical interface (GUI) supports entry and tracking of consults through the Consults tab.

User Introduction to GUI

A Graphical User Interface has two modes of operation, keyboard and pointer device. You will find some things easier and more convenient to do with the pointer device and other things easier to do with the keyboard. In Windows, there is no one correct way to do things.

Pointer Device

The most common pointer device is the mouse. Other less commonly used pointer devices are the track ball, light pen, and graphics tablet. We concentrate on mouse usage in this manual and use the term mouse interchangeably with the term pointer device.



It is important to hold the mouse correctly. Do this by resting the palm of your hand on the large part and your fingers on the buttons as shown in the illustration below.

Your right index finger should be on the leftmost button on the mouse. Whenever you are supposed to click something, it refers to this finger and this button. (If you are left-handed, ask your ADPAC to show you how to change the system settings to accommodate you.)

Occasionally, the rightmost mouse button needs to be clicked. If this is the case we say “right click” in the instructions.

If you are nervous about using the mouse, practice with it. Here is a practical suggestion: Most workstations have help files that are provided by the equipment manufacturer to assist you in learning about the machine. Practice browsing through these files with the mouse. Have your ADPAC show you how to access these features on your machine.

Keyboard Input

In the CPRS GUI program, most functions that can be accomplished with the pointer device or mouse can also be accomplished with the keyboard. The table below summarizes functions you may want to do with the keyboard or pointer device:

Function	Keyboard	Mouse
Select a pane (sub-window)	Tab	Point and Click
Select a button	Tab	
Press a button	Enter	Point and Click
Select the previous button	Shift and Tab	Point and Click
Select a field	Arrow Keys	Point and Click
Select a range of characters	Shift and Arrow	Press and Drag
Select a menu option	Alt and code	Point and Click
Select a tab	Alt+V then code	Point and Click

Explanations:

Select a pane puts the focus in the sub-window of your choice. If you press the Tab key, the cursor shifts from one pane to another. This is equivalent to pointing to a pane with the mouse and clicking once.

Select a button; in Windows dialogs containing buttons, pressing the Tab moves the highlight from one button to the next. There is no equivalent mouse action.

Press a button by hitting the Enter key. With this action you activate whatever button is currently highlighted. Selecting a button with the Tab key and then pressing Enter are equivalent to pointing at the button with the mouse and clicking.

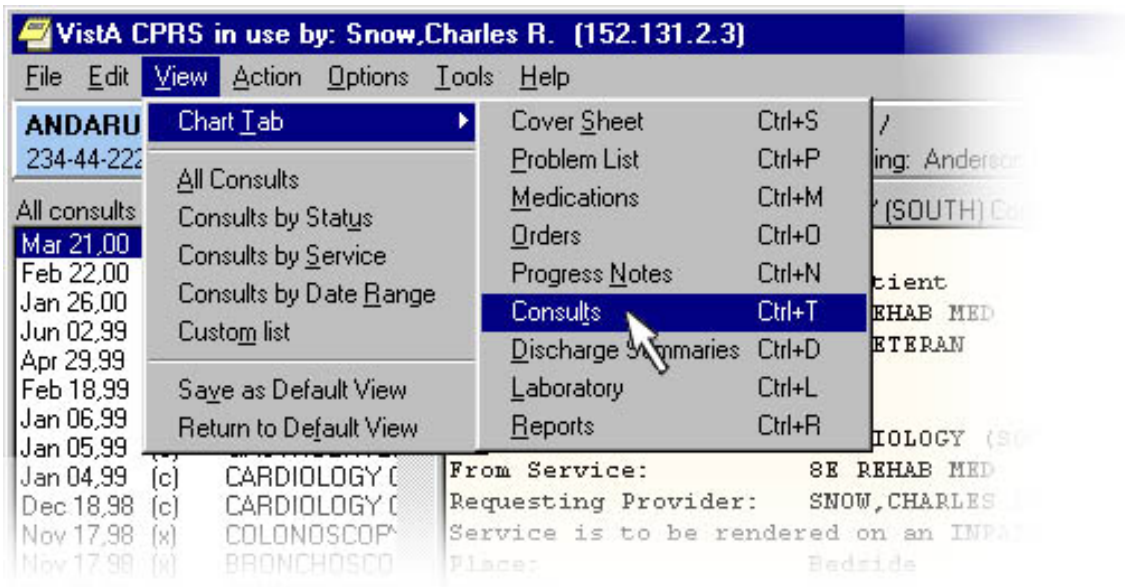
Select the previous button is accomplished by holding down the Shift key while pressing the Tab key.

Select a field is accomplished by using the Up or Down arrow keys. If you use the mouse, just click in the field.

Package Orientation

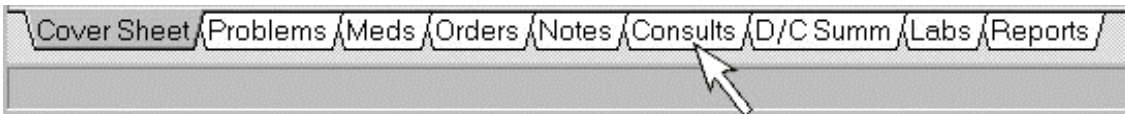
Select a range of characters is accomplished by holding the Shift key down while using the Arrow keys. You can achieve the same effect by holding the left mouse button down while moving (dragging) the mouse.

Select a menu option by holding the Alt key down while pressing the underlined letter in the menu name. Once the menu is open, press the underlined key alone to activate your chosen menu option.



In the example above, the View the Chart Tab Consults can be accomplished one of three ways:

1. Menu access from the keyboard by pressing Alt and V, then T, then T again.
2. With a mouse, the same thing is accomplished by clicking on View, then pointing to Chart Tab, then pointing to Consults and clicking again.
3. Using the key combination listed in the menu. This is called a hotkey. To use it, press Ctrl and T at the same time.



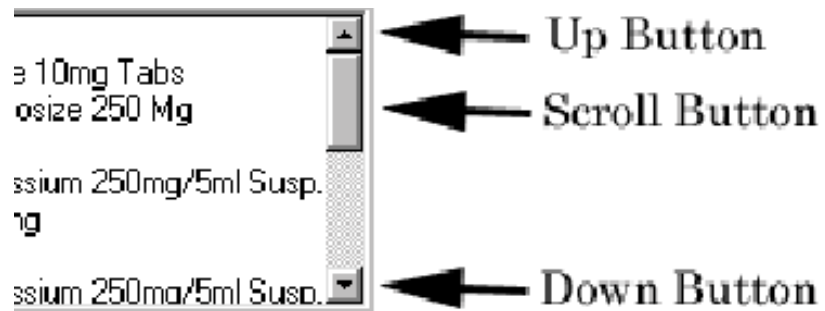
Since the chart tabs are controls similar to buttons, just clicking on one of them with the mouse is sufficient to change the view to that tab.

Help

Selecting Help then Contents from the main menu bar brings up a large help file. Pressing the F1 key brings up help on the current tab or dialog.

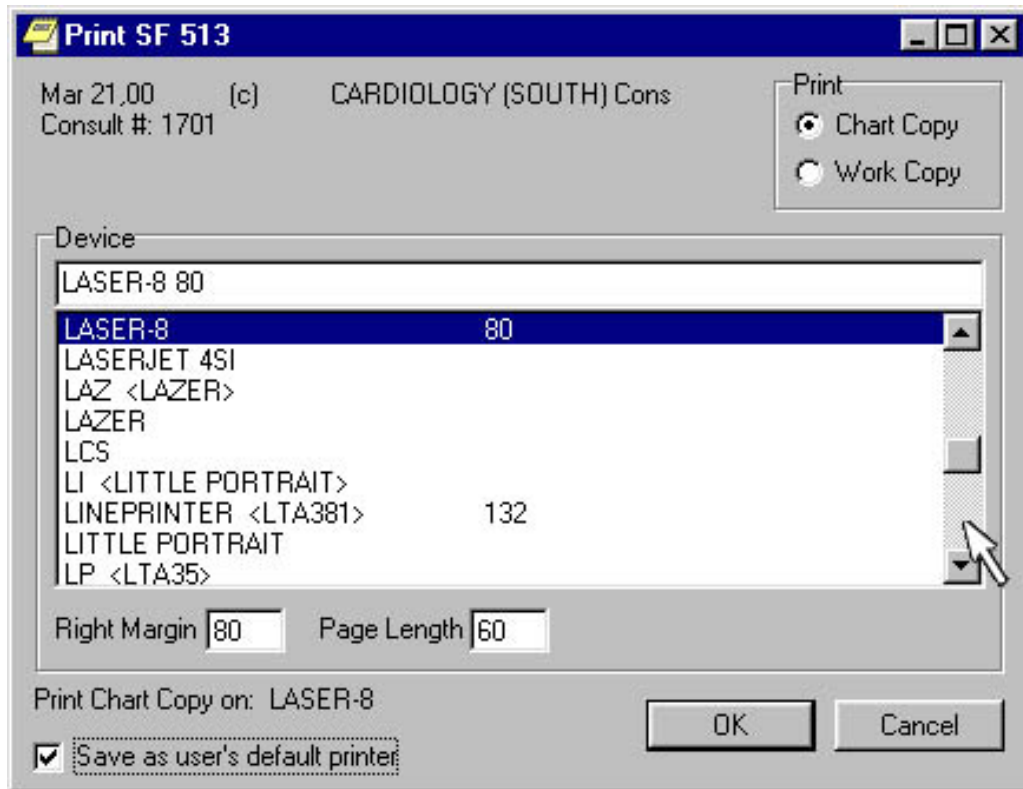
Scrolling

If the cursor is in a list or text box, the arrow keys as well as the Page Up and Page Down keys can be used to see other parts of the text. Also, the scroll bar can be used.



The illustration above names the three buttons on the scroll bar. Clicking the up and down buttons is equivalent to using the up or down arrow key. Clicking above or below the scroll button is equivalent to using the Page Up or Page Down key. You also may drag the scroll button to quickly move from one part of the text to another.

Printing



The contents of each tab can be printed by selecting the Print command from the File menu on the main menu bar. This will open the print dialog:

You must select a device and click OK before printing takes place.

Character-based Interface

You can use the character-based interface from a standard CRT terminal, or you can use it from a PC Workstation through a terminal emulation program.

Much of the character-based interface for Consults simulates the GUI interface with the CPRS screen.

Special Keys, Commands, and Option Responses

This section of the User Manual provides definitions for user responses and program symbols used throughout the Consults package. Consults runs under VA FileMan and List Manager. FileMan is the environment you are probably used to. It displays new information on the screen by scrolling previous information up (sometime scrolling it off the screen).

List Manager runs under FileMan, so it shares with it the command prompt and the command vocabulary. Unlike FileMan, it does not scroll information off the top of the screen. Rather, it places information in pre-defined locations in the screen area, and allows you to scroll variable length information (lists) within a pre-defined information window.

VISTA Conventions

Consults follows *VISTA* user conventions. Package-specific symbols, keys, and option responses are briefly described here and fully described throughout this manual at appropriate places.

User Responses

- | | |
|----------------------|--|
| <Enter> | This is the symbol for the Enter key used in this manual. (For some terminals, this key is labeled Return or has the ↵ symbol on it.) It is entered after every response or used alone when you wish to bypass a prompt, accept a default, or return to a previous action. |
| ? | Entering a question mark after a prompt displays valid instructions for responding to that prompt. |
| ?? | Entering two question marks after a prompt usually displays a list of choices for responding to that prompt. |
| ??? | Entering three question marks usually displays more extensive instructions for responding to that prompt. |

Package Orientation

- ^** A single up-arrow (sometimes called a caret or a circumflex) does several functions in the package depending on where you are and what you are doing.
- The up-arrow can terminate a series of questions and return you to a previous level.
- ^^** Exits you out of the option you're in and returns you to the menu.

Program Symbols

- //** Double slashes mean a default response has been provided by the Consults package. A default response is either the most likely choice or a previously entered response. For example, "Select Service/Specialty: MEDICINE//". If you wish to select the default response MEDICINE, press the Enter key. Otherwise, type the name of another service or specialty.

List Manager Conventions

List Manager simulates a graphical user interface (GUI) on terminals that are not equipped for graphical display. It also provides a mechanism for programs running on a PC workstation equipped with Windows NT, Windows 95, or a higher number Windows operating system to perform Consults package functions.

By simulating a windowing environment, List Manager gives you some of the advantages of Windows without requiring you to have a PC workstation. You have better control over what appears on your screen than in standard *VISTA*, and the display is organized to simulate a paper medical record.

Standard parts of a CPRS List Manager screen:

The screenshot shows a terminal-style interface with the following content:

```

Current Program Name: Cover Sheet
Current Date and Time: Jan 18, 1997 08:51:40
Page number and size for Information Window: Page: 1 of 2
Patient Identification: DOE, WILLIAM C. 243-23-6572 20 M SEP 12, 1944 (52)
Patient Location: Alert Entered
Patient date of birth and age: 1 Allergies/Adverse Reactions
2 Moderate reaction to AMOXICILLIN (hives,
itching, watering eyes, nausea, vomiting,
diarrhea) 08/23/95
3 Moderate reaction to ASPIRIN (anxiety,
hypotension, abdominal pain) 08/23/95
4 Mild reaction to MILK (nausea, vomiting,
diarrhea) 08/23/95
Information Window: Patient Postings
5 ADMINISTRATIVE ADR NOTE 02/05/99 12:58
6 ADVANCE DIRECTIVE 09/23/98 13:40
Prompt Instructions: Recent Vitals
7 Temp: 98.2 F (36.8 C) 01/20/99 08:55
Current Action List: 4 Enter the numbers of the items you wish to act on.
5 Enter New Allergy/ADR CV (Change View ...) SP Select New Patient
6 Add New Orders CC Chart Contents ... 0 Close Patient Chart
Prompt: Select: Next Screen//
  
```

Key to above figure:

Current Program Name tells you what program or package is in control. These programs correspond to the tabs in a hard-copy patient record.

Current Date and Time is the date and time supplied by the computer operating system.

Page number and size for Information Area. List Manager automatically divides the contents of the Information Area into pages of one screen-full each. This display informs you how many of these pages there are and which one you are on.

Patient Identification is the name and social security number of the patient whose chart you are looking at.

Patient Location is the location that was last entered on this patient.

Patient Date of Birth and Age is the date of birth, with the age in parentheses, of the patient at the time List Manager last painted the information on the screen.

Information Window contains a list of information from the patient's computer-stored record. It corresponds to the program listed in the upper left-hand corner of the screen.

Package Orientation

Prompt Instructions displays context sensitive information about how you can respond to the current prompt. Included in this line is a plus (+) if the page can be scrolled vertically and greater-than signs if the page can be scrolled horizontally.

Current Action List is a short list of actions that you can use.

Prompt where actions can be entered.

Standard Actions

Certain menu actions are usually in effect while using Consults. A complete list of currently active actions is displayed by typing two question marks (??) at the prompt. The most common hidden actions are:

-	Scroll up one screen in the current tabbed section.
+	Scroll down one screen in the current tabbed section.
<	Shift the view to the left.
>	Shift the view to the right.
AD	Add a new order to the current tabbed section. Same as using the NW action from the orders tab.
ADPL	Toggles (turns off or on) the automatic menu display.
CWAD	Display the Confidential Patient Warnings Summary on the screen.
DN	Scroll down one line in the current tabbed section.
FS	First Page. Go to the top of the current tabbed section.
GO	Go to a specific page in the current tabbed section.
LOC	Temporarily changes the patient location and/or provider for ordering purposes.
LS	Last Page. Go to the bottom of the current tabbed section.
NW	Add a new entry to the current tabbed section.
PI	Patient Inquiry. Displays patient information such as address, ward assignments, and eligibility information.
PL	Print List. Print the data contents of the current tabbed section.

PS	Print Screen. Print the data contents of the current screen.
RD	Re-display the current screen.
RV	Review newly placed orders. Displays both signed and unsigned orders from the current session.
SL	Search List. Search the current tabbed section for a specific word or string of characters.
UP	Scroll up one line in the current tabbed section.

Printing Conventions

When you are prompted for `Device:`, you have the following choices:

<Enter>	Accepts the default, causing the order(s) to be displayed on your screen.
LASER	Enter a valid printer name (LASER is an example).
?	Lists printers from which you can select one.
Q or q	Allows you to queue the Consults task (meaning it will print at a later time and place). When queuing a task, make sure you enter a time in addition to a date, for example:

```
DO YOU WANT YOUR OUTPUT QUEUED? NO//  YES
Requested Start Time:  NOW//  T+1@1500
```


Package Management

Service Update and Tracking Security

Your ADPAC can use the Consult Service User Management option, in conjunction with availability to various menus and options, to control access to Consults functionality. The menus that can be provided to you are:

- Consult Service Tracking

The Consult Service Tracking menu provides access to basic consult tracking functions and reports, but can also provide complete update capabilities if you have been granted update privileges by your ADPAC.

Individual options in the Consults package that may be useful to you, and what access they provide, are detailed in the following table:

Option	Services
Consult Service Tracking	Tracking and/or update functionality depending upon your individual privileges.
Completion Time Statistics	Reporting.
Service Consults Pending Resolution	Reporting.

With the GMRC Service User Management option, your ADPAC can set you up to be an update user for one or more services at your hospital. In addition, the ADPAC can grant the ability to receive consult notifications according to criteria outlined in the following table:

Category	Notifications Received
UPDATE USERS W/O NOTIFICATIONS	Unless otherwise set up, will not receive notifications.
UPDATE TEAMS W/O NOTIFICATIONS	Unless otherwise set up, will not receive notifications.
UPDATE USER CLASS W/O NOTIFS	Unless otherwise set up, will not receive notifications.
SERVICE INDIVIDUAL TO NOTIFY	Receive consult notifications for your service.
SERVICE TEAM TO NOTIFY	Receive consult notifications for patients assigned to your team.
NOTIFICATION BY PT LOCATION INDIVIDUAL TO NOTIFY	Receive all consult notifications for your service for patients in a specified ward.
NOTIFICATION BY PT LOCATION TEAM TO NOTIFY	Receive consult notifications for patients assigned to your team and in a specified ward
SPECIAL UPDATES INDIVIDUAL	An individual who has privileges to perform group status updates.

These categories are not mutually exclusive, meaning you may receive notifications based on being present on one or more of the lists detailed in the foregoing table.

Privilege	Granted
Originate a consult	Anyone with access to CPRS
Sign a consult	Anyone who can sign an order
Change a consult status	Anyone with update privileges
View or print a consult	Anyone with access to CPRS

In summary, update user capabilities vary depending on

- 1) The option(s) that you are assigned.
- 2) Privileges granted in the Consults Service User Management option.

Package Operation

The operation of the Consults package involves multiple people, at various skill levels, in various parts of the hospital. A consult request may be entered by a clinician or a clerk under a clinician's direction. This request acts as a depository of information about itself. It collects notes and keeps records on everything that happens to it. When complete it becomes part of the patient's medical record.

In the pages that follow, we present this flow of information, and show the actions that must be taken at each step in the process. Many of these actions must be taken by persons other than those originating the consult.

Also, Consults uses CPRS during the initiation process and TIU during the completion process. In this section, we give some information about each of these packages that may help you in using Consults.

Typical Consults Information Flow



(1) Clinician orders a consult



(2) Consult service gets a written copy



(3) If accepted, an appointment is held



(4) Results are entered and signed



(5) Originating clinician receives an alert that the consult is complete



(6) The SF 513 report becomes part of the patient's medical record

Work Flow

1. The clinician orders a consult.

While in a patient's CPRS medical record, a clinician enters an order for a consultation or procedure.

2. The consult service gets a written copy.

An alert and a hard-copy of the SF 513 are sent to the consult service.

3. If accepted, an appointment is held.

To accept the consult, the service uses the **receive** action. The service can also **discontinue** or **cancel** the consult. Cancelled consults can be edited and re-submitted by the ordering clinician.

4. Results are entered and signed.

The consult service enters results and comments. Resulting is primarily done using TIU.

5. The originating clinician receives an alert that the consult is complete.

The results can now be examined and further action taken on behalf of the patient.

6. The SF 513 report becomes part of the patient's medical record.

A hard copy can be filed and the electronic copy is on line for paperless access.

1. The Clinician Orders a Consult

Consult orders can be entered:

- From the CPRS medical record screen, Consults tab
- CPRS GUI interface program, Consults tab

Ordering Within the CPRS Package

Primarily, Consult orders should be placed through the CPRS Add New Orders action.

In this manual we provide a step-by-step display of the process for ordering consult or procedures requests through the CPRS package. We first go through a brief list of steps, then we discuss each step in detail.

To Order a Consult:

- A. Select CPRS Clinician Menu (OE) from the Clinician Menu.
- B. Select the patient.
- C. Select Chart Contents then Consults.
- D. Select Order New Consult.
- E. Answer questions on the particulars of the request.

To go over in detail how to order a consult:

A. Select CPRS Clinician Menu (OE) from the Clinician Menu

Exactly how you do this option depends on how IRM or your ADPAC set up your menu. This example shows one way of performing step A.

```
Select Clinician Menu Option: ?

OE      CPRS Clinician Menu
RR      Results Reporting Menu
AD      Add New Orders
RO      Act On Existing Orders
PP      Personal Preferences ...

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
Select Clinician Menu Option: OE
```

The screen now looks like this:

Patient Selection	Apr 07, 1999 14:51:30	Page: 1 of 1
Current patient: ** No patient selected **		
Patient Name	ID	DOB
Room-Bed		
No patients found.		
Enter the number of the patient chart to be opened >>>		
+ Next Screen	CV Change View ...	FD Find Patient
- Previous Screen	SV (Save as Default List)Q	Close
Select Patient: Change View //		

B. Select the Patient

Select the patient as you would in any other package. Type a patient ID such as the patient's name, social security number, or the patient's last initial followed by the last 4 digits of the social security number. If more than one patient matches the key you entered, select the patient from the list presented on the screen.

Select Patient: Change View // T2342					
1	T2342	TURNER,TOMMY	03-04-32	123902342	MILITARY RETIREE
2	T2342	TRAT,JACK	02-03-23	234242342	MILITARY RETIREE
CHOOSE 1-2: 2		TRAT,JACK	02-03-23	234242342	MILITARY RETIREE
Searching for the patient's chart ...					

(Continued on the next page.)

Package Operation

The screen now looks something like this:

Cover Sheet	Feb 13, 1999 12:53:14	Page: 1 of 2
TRAT,JACK 234-24-2342	1A/B-1	FEB 3,1923 (74) <CA>
PrimCare: Welby, Marcus	PCTeam: GOLD	

	Item	Entered
1	Allergies/Adverse Reactions BEESWAX (hives, itching, watering eyes, anxiety)	03/28/97
2	Patient Postings CRISIS NOTE	02/25/97 12:18
	Recent Vitals No data available	
	Immunizations No immunizations found.	
	Eligibility Not Service Connected	

+ Enter the numbers of the items you wish to act on. **>>>**

NW Enter New Allergy/ADR CV (Change View ...) SP Select New Patient
AD Add New Orders CC Chart Contents ... Q Close Patient Chart

Select: Next Screen//

C. Select Chart Contents then Consults

To get to the menu containing Order New Consults, you must go through the Chart Contents menu, then select the Consults screen. This can be done in one step by typing:

CC;CON

All Consults	Feb 13, 1998 12:56:32	Page: 1 of 1
TRAT,JACK 234-24-2342	1A/B-1	FEB 3,1923 (74) <CA>
PrimCare: Welby, Marcus	PCTeam: GOLD	

	Consult/Procedure	Requested	Status
1	CARDIOLOGY Consult	02/25/97 11:02	complete

+ Enter the numbers of the items you wish to act on. **>>>**

NW Enter New Allergy/ADR CV (Change View ...) SP Select New Patient
AD Add New Orders CC Chart Contents ... Q Close Patient Chart

Select: Chart Contents//

D. Select Order New Consult

Type NW and press the <Enter> key.

E. Answer Questions on the Particulars of the Request

```

Select: Chart Contents// NW   Order New Consult

      Consult                Procedure

Order new: C   Consult
Delay release of these orders? NO// <Enter>
Consult to Service/Specialty: POD   FOOT CLINIC   FOOT CLINIC
Reason for Request:
  1>PERSISTENT SMALL FISSURES AND SCALING ON BOTH FEET.
  2>
EDIT Option:
Category: INPATIENT// <Enter>
Urgency: ROUTINE// ??
Select from:
  1 STAT
  2 ROUTINE
  3 WITHIN 48 HOURS
  4 WITHIN 72 HOURS
  5 EMERGENCY
Select the urgency indicating how quickly results from this consult are needed.

Urgency: ROUTINE// <Enter>
Place of Consultation: Bedside// ?
Select from:
  1 Bedside
  2 Consultant's Choice
Select the preferred place to see the patient for this consult.

Place of Consultation: Bedside// <Enter>
Attention: SNOW,CHARLES R.        CRS        PHYSICIAN
Provisional Diagnosis: TINEA PEDIS
-----
Consult to Service/Specialty: Podiatry
      Reason for Request: PERSISTENT SMALL FISSURES AND SCALING ON ...
      Category: INPATIENT
      Urgency: ROUTINE
      Place of Consultation: Bedside
      Attention: SNOW,CHARLES R.
      Provisional Diagnosis: TINEA PEDIS
-----
(P)lace, (E)dit, or (C)ancel this order? PLACE// <Enter>
      ... order placed.

Add another Consult order? NO//

```

(Continued on the next page.)

Package Operation

The screen now looks something like this:

All Consults		Feb 13, 1998 12:58:32		Page: 1 of 1	
TRAT,JACK 234-24-2342		1A/B-1		FEB 3,1923 (74) <CA>	
PrimCare: Welby, Marcus		PCTeam: GOLD			
Consult/Procedure		Requested		Status	
1	CARDIOLOGY Consult	02/25/97 11:02		complete	
Enter the numbers of the items you wish to act on. >>>					
NW	Enter New Allergy/ADR CV	(Change View ...)		SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart
Select: Chart Contents//					

Notice that the consult just entered is not yet displayed. It is not displayed until after you have signed the order.

Sign the Consult

```

+   Next Screen          $   Sign All Orders
-   Previous Screen      Q   Close
Select: Sign All Orders// $   Sign All Orders

Enter your Current Signature Code:  SIGNATURE VERIFIED

Processing orders ...

```

Enter your electronic signature here.

When applied to an approved medical record, an electronic signature has the same legal weight as a signature made with a pen on paper. For this reason electronic signatures are part of the overall security system maintained by IRMS.

When the computer prints a document that has been signed and/or cosigned, an electronic signature block is included. What appears in this block is user configurable through the User's Toolbox option.

In this example we change a title and electronic signature:

```

Select Consult Service Tracking Option: ??

  CS      Consult Service Tracking [GMRC SERVICE TRACKING]
  PC      Service Consults Pending Resolution [GMRC RPT PENDING CONSULTS]
  ST      Completion Time Statistics [GMRC COMPLETION STATISTICS]

Or a Common Option:

  CWA     Patient Warning (CWAD) Display [GMRPNCW]
  MA      MailMan Menu ... [XMUSER]
  TBOX    User's Toolbox ... [XUSERTOOLS]
  VA      View Alerts [XQALERT]
          Continue [XUCONTINUE]
          **> Reverse lock ZZLUKE
          Halt [XUHALT]
          Restart Session [XURELOG]
          Time [XUTIME]
          Where am I? [XUSERWHERE]

You have PENDING ALERTS
      Enter "VA  VIEW ALERTS      to review alerts

Select Consult Service Tracking Option:  TBOX  User's Toolbox

Select User's Toolbox Option: ?

      Display User Characteristics
      Edit User Characteristics
      Electronic Signature code Edit
      Menu Templates ...
      Spooler Menu ...
      Switch UCI
      TaskMan User
      User Help

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

```

Package Operation

Select User's Toolbox Option: **E**lectronic Signature code Edit
This option is designed to permit you to enter or change your Initials, Signature Block Information, Office Phone number, and Voice and Digital Pagers numbers.
In addition, you are permitted to enter a new Electronic Signature Code or to change an existing code.

INITIAL: CRS// **<Enter>**

SIGNATURE BLOCK PRINTED NAME: CHARLES R. SNOW// **<Enter>**

SIGNATURE BLOCK TITLE: DOCTOR// **MD**

OFFICE PHONE: **588-5029**

ANALOG PAGER: **4038**

DIGITAL PAGER: **<Enter>**

The electronic
signature is
typed here.

Enter your Current Signature Code: SIGNATURE VERIFIED

Your typing will not show.

ENTER NEW SIGNATURE CODE:

RE-ENTER SIGNATURE CODE FOR VERIFICATION:

DONE

The new
signature is
typed here.

Select User's Toolbox Option:

And here.

The signature block, as changed in the example above, looks like this:

/es/CHARLES R. SNOW MD

The /es/ annotation indicates that the medical document was electronically signed

If for some reason you do not sign an order at the time you write it, then the system enters the order into your list of alerts. Signing the order is then simply a matter of responding to the alert as in the following example:

```

You have PENDING ALERTS
      Enter  "VA    VIEW ALERTS      to review alerts

Select OE/RR Manager Menu Option: VA View Alerts

1.  APPLESEED (A0999): Order requires electronic signature.
2.  ANDERSON, (A3456): New  Consult/Request (Stat)

      Select from 1 to 2
      or enter ?, A I, F, P, M, R, or ^ to exit: 1
Searching for the patient's chart ...

```

Unsigned Orders		Feb 13, 1999 13:01:58	Page: 1 of 1
APPLESEED,JOHNNY	466-68-0999	1A	APR 30,1944 (52)
PrimCare: Welby, Marcus		PCTeam: GOLD	
	Item Ordered	Requestor	Start Stop Sts
1	CT ABDOMEN W&W/O CONT *UNSIGNED*	SNOW,C	unr
2	Discontinue CBC BLOOD WC LB# 269 *UNSIGNED*	ANDRUS,R	unr
3	Change SODIUM SERUM SERUM WC to GLUCOSE SERUM SERUM SP LB# 242 *UNSIGNED*		pend
4	Change GLUCOSE SERUM SERUM SP to POTASSIUM SERUM SERUM SP LB# 242 *UNSIGNED*		pend
Enter the numbers of the items you wish to act on. >>>			
+	Next Screen	- Previous Screen	Q Quit
Select:Quit// 1			

Package Operation

Unsigned Orders		Feb 13, 1998 13:02:58	Page: 1 of 1
APPLESEED,JOHNNY 466-68-0999		1A	APR 30,1944 (52)
PrimCare: Welby, Marcus		PCTeam: GOLD	

Item Ordered	Requestor	Start	Stop	Sts
1 CT ABDOMEN W&W/O CONT *UNSIGNED*	SNOW,C			unr
2 Discontinue CBC BLOOD WC LB# 269 *UNSIGNED*	ANDRUS,R			unr
3 Change SODIUM SERUM SERUM WC to GLUCOSE SERUM SERUM SP LB# 242 *UNSIGNED*				pend
4 Change GLUCOSE SERUM SERUM SP to POTASSIUM SERUM SERUM SP LB# 242 *UNSIGNED*				pend

Enter the numbers of the items you wish to act on.				>>>
Change	Sign			
Discontinue	Detailed Display			
Select action: S Sign				

-- CT ABDOMEN W&W/O CONT --

Enter your Current Signature Code: SIGNATURE VERIFIED

CT ABDOMEN W&W/O CONT signed.

Print CHART COPY for the orders: YES// <Enter> YES

DEVICE: LTA35// <Enter> C-ITOH 300 LINE PRINTER

DO YOU WANT YOUR OUTPUT QUEUED? NO// <Enter> (NO)

The electronic
signature is
typed here.

Unsigned Orders		Feb 13, 1998 13:03:58	Page: 1 of 1
APPLESEED,JOHNNY 466-68-0999		1A	APR 30,1944 (52)
PrimCare: Welby, Marcus		PCTeam: GOLD	

Item Ordered	Requestor	Start	Stop	Sts
1 CT ABDOMEN W&W/O CONT *UNSIGNED*	SNOW,C			unr
2 Discontinue CBC BLOOD WC LB# 269 *UNSIGNED*	ANDRUS,R			unr
3 Change SODIUM SERUM SERUM WC to GLUCOSE SERUM SERUM SP LB# 242 *UNSIGNED*				pend
4 Change GLUCOSE SERUM SERUM SP to POTASSIUM SERUM SERUM SP LB# 242 *UNSIGNED*				pend

Enter the numbers of the items you wish to act on.				>>>
+ Next Screen	- Previous Screen	Q Quit		
Select:Quit// <Enter> Quit				

2. The Consult Service Gets a Written Copy

The consult service receives an alert and a printed SF 513. The Consultation Form is automatically generated in the receiving clinic when the requesting physician signs the order.

Caution: The Consultation Form (SF 513) generated by this package for use by the receiving services is highly confidential and should be treated with the same security precautions as other patient medical record documents.

The computerized consultation form created and printed by this package may only be placed in a patient's medical record, as a valid medical form, *if* it has been authorized for medical record use by the Medical Records Committee at your facility.

MEDICAL RECORD		CONSULTATION SHEET	
Consult Request:		Consult No.: 151304	
To: CARDIOLOGY		Requested: 01/04/1999 8:34 am	
From: PULMONARY CLINIC			
Requesting Facility: REGION 51		ATTENTION: SNOW, CHARLES R.	
REASON FOR REQUEST: (Complaints and findings)			
anhedonia, insomnia, psychomotor changes, guilt			
PROVISIONAL DIAG: dysthymic disorder			
REQUESTED BY: (Pager: 4038)	APPROVED:	PLACE:	URGENCY:
ARCENEUX, CHARLES		Bedside	Today
CONSULTATION REPORT			
SIGNATURE & TITLE:			
DATE:			
ID #:	ORGANIZATION:	REGION 5	REG #: LOC:
HARDY, THOMAS	MILITARY RETIREE	CONSULTATION SHEET	
516-18-9600	04/09/1946	Standard Form 513 (Rev 9-77)	

3. If Accepted, an Appointment is Held

It is fairly common for a consult to be sent to the wrong clinic. For this reason it is very easy to forward a consult to another clinic. Simply use the FR (Forward Request) action to specify the new receiving clinic.

In this example, a Neurology consult is forwarded to Psychiatry at the discretion of the consulting physician:

```
Select OPTION NAME: ORMGR          OE/RR Manager Menu      menu

You have PENDING ALERTS
      Enter  "VA  VIEW ALERTS      to review alerts

Select OE/RR Manager Menu Option: VA View Alerts

1.I  DINARO,MU (D3779): Critical High Lab: LITHIUM 5 02/06 10:51
2.   HARDY,THO (H9600): New Consult/Request (Today)
      Select from 1 to 12
      or enter ?, A I, F, P, M, R, or ^ to exit: 2
```

Consult/Request Alerts		Feb 13, 1999 13:06		Page: 1 of 1	
HARDY,THOMAS		516-18-9600		MAY 16,1896 (100) Wt (lb): NF	
Ward: 2B MED					
Requested	St	No.	Consult/Procedure Request		
185	02/12/97	p	1636	NEUROLOGY Consult	
Enter ?? for more actions					
RC Receive		CM Add Comment		DD Detailed Display	
FR Forward		CT Complete/Update		RT Results Display	
CX Cancel (Deny)		MA Make Addendum		PF Print Form 513	
DC Discontinue		SC Schedule			
Select Action: Quit// FR Forward Consult					

```
Forward Request To Another Service For Action.
Select the service to send the consult to.

Forward Consult to which Service/Specialty: PSYCHIATRY
Who is responsible for Forwarding the Consult: SNOW,CHARLES R.      CRS
HYN
Actual Date/Time of Activity: NOW//      (Feb 13, 1999@14:24)
Urgency: Today// <Enter> Today
Enter COMMENT:
  1> List of symptoms indicates Psychiatry would give better work up.
  2> <Enter>
EDIT Option: <Enter>
```

(Continued on the next page.)

Package Operation

Consult/Request Alerts		Feb 13, 1998 13:07		Page: 1 of 1	
HARDY, THOMAS		516-18-9600		MAY 16, 1896 (100) Wt (lb): NF	
Number	Date	Stat	Service	Procedure	
185	02/12/97 p		PSYCHIATRY	Consult	
Enter ?? for more actions					
RC Receive		CM Add Comment		DD Detailed Display	
FR Forward		CT Complete/Update		RT Results Display	
CX Cancel (Deny)		MA Make Addendum		PF Print Form 513	
DC Discontinue		SC Schedule			
Select Action: Quit//					

Receive the Consult

Performing the Receive action on a consult changes its status from Pending to Active. This puts your clinic on record as accepting responsibility for completing the consult.

There are two ways to receive a consult:

- 1) From a consult tracking screen.
- 2) From a notification alert of a new consult. See page 128 for an example of this method.

In the following example, we receive a consult from a consult tracking screen:

CONSULT TRACKING			Feb 13, 1998 13:15:07		Page: 1 of 1	
HOLMES,SHERLOCK			111-34-5377		MAR 5,1902 (95) Wt (lb):	
No.	Date	St	To Service		Procedure	
1	05/06/97	p	PSYCHIATRY		Consult	
Enter ?? for more actions						
SP Select Patient		FR Forward		CT Complete/Update		RT Results Display
CV Change View ...		CX Cancel (Deny)		MA Make Addendum		PF Print Form 513
RC Receive		DC Discontinue		SF Sig Findings		
SC Schedule		CM Add Comment		DD Detailed Display		
Select: Quit// RC		Receive Request				

Who received it?:	SNOW, CHARLES R.	CRS
Date/Time Actually Received:	NOW// <Enter>	(NOV 01, 1997@09:05)

CONSULT TRACKING		Feb 13, 1998 13:16:07		Page: 1 of 1	
HOLMES,SHERLOCK		111-34-5377		MAR 5,1902 (95) Wt (lb):	
No.	Date	St	To Service	Procedure	
1	05/06/97	a	PSYCHIATRY	Consult	
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update	
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select: Quit//					

4. Results are Entered and Signed

The consult service enters results and comments. When you request the Complete (CT) action from the Consults service tracking or CPRS Consults screen, VISTA shifts you into TIU.

In the following example, we complete a consult and enter findings through Consult's link to TIU:

```
Select Consult Service Tracking Option: CS Consult Service Tracking
Select Patient: RUSSELL,DILBERT 05-05-55 555554455 YES SC
VETERAN

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date: ALL DATES // <Enter> ALL DATES
```

CONSULT TRACKING		Feb 13, 1998 13:19:31		Page: 1 of 1	
RUSSELL,DILBERT		555-55-4455	2B	MAY 5,1955 (42)	Wt (lb): 180
No.	Date	St	To Service	Procedure	
1	09/04/97	a	PULMONARY	Consult	
2	07/21/97	a	PULMONARY	Pulmonary Function Test	
Enter ?? for more actions					
SP Select Patient	FR Forward	CT Complete/Update	RT Results Display		
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
RC Receive	DC Discontinue	SF Sig Findings			
SC Schedule	CM Add Comment	DD Detailed Display			
Select: Quit// CT Complete					

```
CHOOSE No. 1-2: 1

Creating new progress note...
  Patient Location: 2B
  Date/time of Admission: 09/02/97 16:30
  Date/time of Note: NOW
  Author of Note: SNOW, CHARLES R.
...OK? YES// <Enter>

Calling text editor, please wait...
```

Package Operation

```
==[ WRAP ]==[ INSERT ]===== Patient: RUSSELL,DILBERT >===== [ <PF1>H=Help ]=====
Mr. Russell'S regimen is lacking in inhaled corticosteroids. Recognizing
that asthma is an inflammatory process, inhaled steroids are important
in controlling the inflammatory response. My practice for severely
out-of-control asthmatics is to use high-dose inhaled steroids,
typically vanceril, 16 puffs qid, with a spacing device such as the
Aerochamber. I would institute such a regimen while he is here.

Mr. Russell has an in-house pet dog and an outside pet cat. I have
told him that the cat should go, even if it is outdoors. Cat saliva
contains a glycoprotein that leaves residue on their coats and flakes
into the air; it is problematic for many asthmatics.

The purulent phlegm asthmatics have during exacerbations is usually
due to the eosinophils, not from infection. Antibiotics are usually
not necessary.

If you like, you may refer Mr. Russell to my clinic after discharge.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====
```

Saving MEDICINE CONSULT with changes...

Enter your Current Signature Code: SIGNATURE VERIFIED..

Print this note? No// **Y** YES

Do you want WORK copies or CHART copies? CHART// **<Enter>**

DEVICE: HOME// **WORK** OTC

DO YOU WANT YOUR OUTPUT QUEUED? NO// **Y** (YES)

Requested Start Time: NOW// **<Enter>** (SEP 04, 1997@16:08:23)

Request Queued!

Your
electronic
signature is
typed here.

CONSULT TRACKING	Feb 13, 1998 13:19:44	Page: 1 of 1
RUSSELL,DILBERT	555-55-4455 2B MAY 5,1955 (42)	Wt (lb): 180

No.	Date	St	To Service	Procedure
1	09/04/97	c	PULMONARY	Consult

Enter ?? for more actions

SP Select Patient	RC Receive	CM Add Comment	DD Detailed Display
CV Change View ...	FR Forward	CT Complete/Update	RT Results Display
AD Add New Orders	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513
	DC Discontinue	SF Sig Findings	

Select Consult: Quit//

The Originating Clinician Receives an Alert that the Consult is Complete

After the consult is complete, Notifications sends an alert (via FilaMan Alerts) of the completion. This is done while you are in the menu terminal mode, as such:

```

ANDERSON, (B8829): Completed Consult CAR
BAXTER,NA (B8840): Cancelled consult PLM
BERGERON, (A9898): Completed Consult GASTROENTEROLOGY
BABBIT,VE (B8831): Completed Consult PLM with Sig Findings
Enter "VA VIEW ALERTS to review alerts

Select Consult Service Tracking Option:

```

To receive an on-screen report of the results, respond as in the following example:

```

Select Consult Service Tracking Option: VA View Alerts

1.  ANDERSON, (B8829): Completed Consult CAR
2.  BAXTER,NA (B8840): Cancelled consult PLM
3.  BERGERON, (A9898): Completed Consult GASTROENTEROLOGY
4.  BABBIT,VE (B8831): Completed Consult PLM with Sig Findings
    Select from 1 to 4
    or enter ?, A I, F, P, M, R, or ^ to exit
    or RETURN to continue:  3

Processing alert: BERGERON, (B8829): Completed Consult PLM

```

Consult/Request Alerts			Feb 26, 1999 14:56:57		Page:	1 of	1
BERGERON,LUCINDA			548-66-8829	APR 19,1946 (52)	Wt (lb):		
	Requested	St	No.	Consult/Procedure Request			
1	01/08/99	c	1337	PULMONARY Cons			

Here we select the Results Display (RD) action:

Results Display		Feb 26, 1999 14:59:10		Page:	1 of	1
BERGERON,LUCINDA		548-66-8829		APR 19,1946 (52)		<A>
Consult No.: 1337				Wt.(lb): No Entry		

Package Operation

-----MEDICINE CS CONSULT-----	
Pt should stay away from Oyster Crackers.	
Signature: /es/CHARLES R. SNOW	Date: FEB 12, 1999@11:35:14
Source Information	
Document Status: COMPLETED	
Entry Date: FEB 12, 1999@11:32	Author: SNOW,CHARLES R.
Expected Signer: SNOW,CHARLES R.	Expected Cosigner: None
Entered By: CRS	TIU Document #: 5365
Urgency: None	
=====	
Enter ?? for more actions	
Select Action: Quit//	

6. The SF 513 Report Becomes Part of the Patient's Medical Record

After the consult is complete, Consults sends an alert to the requesting physician. The requesting physician can use the Print Report action to obtain a copy of the final Consults report. In the following example, the consult we want to print has already been selected:

CONSULT TRACKING		Feb 13, 1998 13:20:44		Page: 1 of 1	
BUD,ROSE		355-67-1996 2B		MAR 5,1949 (48) Wt (lb):	
No.	Date	St	To Service	Procedure	
1	11/01/97	c	PULMONARY	Consult	
2	10/28/97	a	<MEDICINE EAST>	Consult	
3	07/21/97	c	PULMONARY	Pulmonary Function Test	
Enter ?? for more actions					
SP Select Patient	FR Forward	CT Complete/Update	RT Results Display		
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
RC Receive	DC Discontinue	SF Sig Findings			
SC Schedule	CM Add Comment	DD Detailed Display			
Select: Quit//	PT Print Form				

Chart Copy (Y/N) Y//
DEVICE: HOME// VAX

Package Operation

MEDICAL RECORD	CONSULTATION SHEET		
Consult Request: Consult		Consult No.: 675	
To: PULMONARY	From: 2B	Requested: 11/01/1997	
Requesting Facility: REGION 5 ATTENTION: SNOW,CHARLES R.			
REASON FOR REQUEST: (Complaints and findings) Pt experiences shortness of breath when out of bed.			
PROVISIONAL DIAG:			
REQUESTED BY: ARCENEUX, CHARLES	APPROVED: _____	PLACE: Bedside	URGENCY: Routine
CONSULTATION REPORT			
C H A R T C O P Y			
At the time I went to examine the pt, he was acutely broncho-spastic and in moderately severe respiratory distress. I had him deliver a puff of albuterol with an Aerochamber; his technique was poor. I then instructed him and delivered an additional four puffs, which he did with good technique. He was improved and with a clear lung exam within a few seconds (though wheezes were still present on forced expiration).			
The pt regimen is lacking in inhaled corticosteroids. Recognizing that asthma is an inflammatory process, inhaled steroids are important in controlling the inflammtory response. My practice for severely out-of-control asthmatics is to use high-dose inhaled steroids, typically vanceryl, 16 puffs qid, with a spacing device such as the Aerochamber. I would institute such a regimen while he is here.			
The pt has an in-house pet dog and an outside pet cat. I have told him that the cat should go, even if it is outdoors. Cat saliva contains a glycoprotein that leaves residue on their coats and flakes into the air; it is problematic for many asthmatics. The purulent phlegm asthmatics have during exacerbations is usually due to the eosinophils, not from infection. Antibiotics are usually not necessary.			
If you like, you may refer Mr. Bud to my clinic after discharge. /es/ CHARLES ARCENEUX NOV 01, 1997			
BUD, ROSE SC VETERAN 355-67-1996	CONSULTATION SHEET (Continued) Standard Form 513 (Rev 9-77)		

See page 125 for details on the Print Report (PR) action.

Quick Orders

Quick Orders are a feature of CPRS that allow certain prompts to be automatically filled in by the computer. Your ADPAC can set them up (a subject that is discussed in the *CPRS Setup Guide*.)

CPRS is shipped with a number of quick orders. Number 91, EKG, Portable on the screen pictured below is one of them. These quick orders do not have any of the fields filled in. They are only provided as place-holders and limited examples of what is possible.

Add New Orders		Feb 13, 1998 13:21:08		Page: 1 of 1	
ANDERSON,H C 321-12-3456		2B		JAN 1,1951 (46) <CWA>	
0 ORDER SETS...	30 PATIENT CARE...	70 LABORATORY...			
1 Patient Movement	31 Condom Catheter	71 Chem 7			
2 Diagnosis	32 Guaiac Stools	72 T&S			
3 Condition	33 Incentive Spirometer	73 Glucose			
4 Allergies	34 Dressing Change	74 CBC w/Diff			
		75 PT			
10 PARAMETERS...	40 DIETETICS...	76 PTT			
11 TPR B/P	41 Regular Diet	77 CPK			
12 Weight	42 Tubefeeding	78 CPK			
13 I & O	43 NPO at Midnight	79 LDH			
14 Call HO on		80 Urinalysis			
	50 IV FLUIDS...	81 Culture & Suscept			
20 ACTIVITY...	51 OUTPATIENT MEDS...	90 OTHER ORDERS...			
21 Ad Lib	55 INPATIENT MEDS...	91 EKG: Portable			
23 Bed Rest / BRP					
24 Ambulate TID	60 IMAGING ...				
25 Up in Chair TID	61 Chest 2 views PA&LAT	99 Text Only Order			
Enter the number of each item you wish to order. >>>					
+ Next Screen	TD Set Delay ...	Q Done			
Select Item(s): Done//					

Basically, quick orders supply stock answers to some of the prompts required to make an order. For example, if we filled in the values for the placeholder EKG, Portable, we might answer the following questions in the quick order template:

Consult to Service/Specialty: Cardiology Category: Inpatient Place of Consult: Bedside

These three prompts are then excluded when you select EKG from the orders screen—relieving you of the necessity of filling in answering several prompts.

The other four prompts, Reason for the Request, Urgency, Attention, and Provisional Diagnosis, are all left blank in the quick order template. The answer to these questions change every time we place an order for a portable EKG. These four questions are the only ones asked when you place an order for “EKG, Portable.”

Using the Consults Package with TIU

Direct TIU Input

On page 43 are the directions for entering results from the Consult/ Result Tracking screen. You can also enter results directly from TIU. This may be preferable if you are doing large volumes of consults or it fits your office work flow.

The basic steps to entering findings through TIU given here are. The interested user should look at the *TIU Clinical Coordinator & User Manual* for further information.

1. From TIU, choose Integrated Document Management.

As with almost everything in *VISTA*, exactly how you do this depends on how your system is set up. If you cannot find this option on your menu, consult your ADPAC.

Example:

```
Select Progress Notes/Discharge Summary [TIU] Option: ?

1      Progress Notes User Menu ...
2      Discharge Summary User Menu ...
3      Integrated Document Management ...
4      Personal Preferences ...

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Progress Notes/Discharge Summary [TIU] Option: 3  Integrated Document Man
agement

                        --- Clinician's Menu ---

Select Integrated Document Management Option:
```

2. Select Enter/edit Document.

Example:

```
Select Integrated Document Management Option: ?

1      Individual Patient Document
2      All MY UNSIGNED Documents
3      Multiple Patient Documents
4      Enter/edit Document

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
Select Integrated Document Management Option: Enter/edit Document
```

3. Enter the patient's name.

Follow the usual *VISTA* conventions for selecting a patient.

Example:

```
Select PATIENT NAME:   STONE, JERRY           03-05-33       234332432       YES       S
C VETERAN
                        A: Known allergies
Select TITLE:
```

4. Select a document title.

Using the standard help functions (? or ??), you can see a list of titles that are available to you. Consult your supervisor or ADPAC about which one is appropriate to your situation.

Example:

```
Select TITLE: ?
Answer with TIU DOCUMENT DEFINITION NAME, or ABBREVIATION, or
PRINT NAME
Do you want the entire TIU DOCUMENT DEFINITION List? Y (Yes)
Choose from:
ADVANCE DIRECTIVE      TITLE
ADVERSE REACTION/ALLERGY  TITLE
ASI-ADDICTION SEVERITY INDEX  TITLE
BP TEST NOTE          TITLE
CLINICAL WARNING      TITLE
CRISIS NOTE           TITLE
DISCHARGE SUMMARY     TITLE
MEDICINE CONSULT      TITLE

Select TITLE: MEDICINE CONSULT          TITLE

Creating new progress note...
  Patient Location:  2B
  Date/time of Admission:  05/10/96 10:17
  Date/time of Note:  NOW
  Author of Note:  SNOW, CHARLES R.
...OK? YES//
```

Package Operation

You must link your Result to a Consult Request...

The following CONSULT REQUEST is available:

1. JUL 16, 1997@06:08 278 PULMONARY
CHOOSE 1-1:

5. Choose the consult to enter findings.

TIU lists one or more active consults for the patient. Select the one you have findings for.

Example:

The following CONSULT REQUEST is available:

1. JUL 16, 1997@06:08 278 PULMONARY
CHOOSE 1-1: 1 278

Calling text editor, please wait...

1>

6. Enter and edit findings.

TIU enters the editor specified in your *VISTA* personal preferences. There are a number of alternate ways to enter findings in TIU. Consult the *TIU Clinical Coordinator & User Manual* for details.

Example:

Calling text editor, please wait...

1> No significant findings. Suggest respiratory therapy.

2>

EDIT Option:

Saving MEDICINE CONSULT with changes...

Enter your Current Signature Code:

7. Sign the findings.

At the prompt, enter your signature code. If you do not sign the document at this time, VISTA generates an alert to remind you to sign it at a later time.

There is a detailed discussion of electronic signatures under step 2, *Sign the Consult*.

8. Repeat for other patients.

After TIU accepts your signature, it prompts you for another patient name.

Example:

Enter your electronic signature here.

Enter your Current Signature Code: SIGNATURE VERIFIED..
You may enter another CLINICAL DOCUMENT. Press RETURN to exit.
Select PATIENT NAME:



Note: If your site supports the dictation and transcription of Consult results, you may also use the batch upload facility of TIU to support single-point transfer of Consult results in mixed batches (with Discharge Summaries, Progress Notes, etc.) for either in-house or contract transcription services.

Correcting Misdirected Results

Occasionally a consult result is linked to the wrong consult. If this is detected prior to signature, it is possible for the author of a consult result to re-direct the record to a different consult request by any of several methods, as illustrated in the examples below:

1. Through the Link to Request action, when processing the alert for the unsigned consult result:
2. Through the Individual Patient Document option (which is identical to the Browse action, accessible by a number of familiar paths from TIU Clinician's options, or through the CPRS LM Chart).
3. You may choose the Link action from the All My Unsigned Documents Option.
4. From the CPRS Chart.

Following signature, such corrections can only be made by those persons who are granted permission to do so under the Authorization/ Subscription Utility (ASU). Information on how to make this kind of correction is contained in the Consult/Request Tracking Technical Manual.

Examples:

You may redirect a consult result through the Link to Request action, when processing the alert for the unsigned consult result:

```
--- Clinician's Menu ---

1      Progress Notes User Menu ...
2      Discharge Summary User Menu ...
3      Integrated Document Management ...
4      Personal Preferences ...

Select Progress Notes/Discharge Summary [TIU] Option: VA View Alerts

1.  WINCHESTE (W0167P): PULMONARY CONSULT available for signature.
2.  ZORRO,MIG (Z1414): New order(s) placed.
3.  ZORRO,MIG (Z1414): New consult PLM (Routine)
4.  STONE,JER (S2432): New consult CAR (Routine)
    Select from 1 to 4
    or enter ?, A I, F, P, M, R, or ^ to exit: 1

Opening PULMONARY CONSULT record for review...
```

(Continued on the next page.)

Browse Document	Jan 26, 1998 16:49:32	Page: 1 of 1
PULMONARY CONSULT		
WINCHESTER,C E 107-01-0167P PULMONARY CLINIC Visit Date: 01/26/98@16:37		
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34		
AUTHOR: RUSSELL,JOEL EXP COSIGNER:		
URGENCY: STATUS: UNSIGNED		
DEMOGRAPHICS: WINCHESTER,CHARLES EMERSON III		
107-01-0167P		
31		
JAN 1,1967		
His disposition is good.		
+ Next Screen - Prev Screen ?? More actions >>>		
Find	Make Addendum	Identify Signers
Print	Sign/Cosign	Delete
Edit	Copy	Link ...
		Quit
Select Action: Quit// L Link ...		

Problem(s)	Patient/Visit	Link with Request
Specify Linkage: L Link with Request		
You must link your Result to a Consult Request...		
The following CONSULT REQUEST(S) are available:		
1> JAN 23, 1998@11:14	759 PULMONARY	
2> JAN 23, 1998@11:14	760 PULMONARY	
CHOOSE 1-2: 2 760		
Opening PULMONARY CONSULT record for review...		

Browse Document	Jan 26, 1998 16:49:32	Page: 1 of 1
PULMONARY CONSULT		
WINCHESTER,C E 107-01-0167P PULMONARY CLINIC Visit Date: 01/26/98@16:37		
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34		
AUTHOR: RUSSELL,JOEL EXP COSIGNER:		
URGENCY: STATUS: UNSIGNED		
DEMOGRAPHICS: WINCHESTER,CHARLES EMERSON III		
107-01-0167P		
31		
JAN 1,1967		
His disposition is good.		
+ Next Screen - Prev Screen ?? More actions >>>		
Find	Make Addendum	Identify Signers
Print	Sign/Cosign	Delete
Edit	Copy	Link ...
		Quit
Select Action: Quit// <Enter> Quit		

(Continued on the next page.)

Package Operation

```
1.  TRAT,JACK (T2342): New order(s) placed.
2.  WINCHESTE (W0167P): PULMONARY CONSULT available for signature.
3.  ZORRO,MIG (Z1414): New order(s) placed.
4.  ZORRO,MIG (Z1414): New consult PLM (Routine)
5.  STONE,JER (S2432): New consult CAR (Routine)
    Select from 1 to 5
    or enter ?, A I, F, P, M, R, or ^ to exit: <Enter>
```


2. Through the Individual Patient Document option as shown here (which is identical to the Browse action, accessible by a number of familiar paths from TIU Clinician's options, or through the CPRS LM Chart):

```

--- Clinician's Menu ---

1      Progress Notes User Menu ...
2      Discharge Summary User Menu ...
3      Integrated Document Management ...
4      Personal Preferences ...

Select Progress Notes/Discharge Summary [TIU] Option: Integrated Document
Management

--- Clinician's Menu ---

1      Individual Patient Document
2      All MY UNSIGNED Documents
3      Multiple Patient Documents
4      Enter/edit Document

Select Integrated Document Management Option: Individual Patient Document
Select PATIENT NAME: WINCHESTER,CHARLES EMERSON III           01-01-67
107010167P          ACTIVE DUTY
                   A: Known allergies

Available documents:  06/13/91 thru 01/26/98  (7)

Please specify a date range from which to select documents:
List documents Beginning: 06/13/91// T-1  (JAN 25, 1998)
                        Thru: 01/26/98// <Enter>  (JAN 26, 1998)

1      01/26/98 16:37      PULMONARY CONSULT                      RUSSELL,J
                        Visit: 01/26/98

One document found within date range...

Opening PULMONARY CONSULT record for review...

```

(Continued on the next page.)

Package Operation

Browse Document	Jan 26, 1998 16:49:32	Page: 1 of 1
PULMONARY CONSULT		
WINCHESTER,C E 107-01-0167P	PULMONARY CLINIC	Visit Date: 01/26/98@16:37
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34		
AUTHOR: RUSSELL,JOEL	EXP COSIGNER:	
URGENCY:	STATUS: UNSIGNED	
DEMOGRAPHICS: WINCHESTER,CHARLES EMERSON III		
107-01-0167P		
31		
JAN 1,1967		
His disposition is good.		
+ Next Screen - Prev Screen ?? More actions >>>		
Find	Make Addendum	Identify Signers
Print	Sign/Cosign	Delete
Edit	Copy	Link ...
Quit		
Select Action: Quit// L Link ...		

Problem(s)	Patient/Visit	Link with Request
Specify Linkage: L Link with Request		
You must link your Result to a Consult Request...		
The following CONSULT REQUEST(S) are available:		
1> JAN 23, 1998@11:14	759	PULMONARY
2> JAN 23, 1998@11:14	760	PULMONARY
CHOOSE 1-2: 2 760		
Opening PULMONARY CONSULT record for review...		

(Continued on the next page.)

Browse Document	Jan 26, 1998 16:49:32	Page: 1 of 1
PULMONARY CONSULT		
WINCHESTER,C E 107-01-0167P PULMONARY CLINIC Visit Date: 01/26/98@16:37		
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34		
AUTHOR: RUSSELL,JOEL EXP COSIGNER:		
URGENCY: STATUS: UNSIGNED		
DEMOGRAPHICS: WINCHESTER,CHARLES EMERSON III		
107-01-0167P		
31		
JAN 1,1967		
His disposition is good.		
+ Next Screen - Prev Screen ?? More actions >>>		
Find	Make Addendum	Identify Signers
Print	Sign/Cosign	Delete
Edit	Copy	Link ...
		Quit
Select Action: Quit// <Enter> Quit		

Select PATIENT NAME: <Enter>
Nothing selected.

Package Operation

3. You may choose the Link action from the All My Unsigned Documents Option, as shown below:

```

--- Clinician's Menu ---

1      Individual Patient Document
2      All MY UNSIGNED Documents
3      Multiple Patient Documents
4      Enter/edit Document

Select Integrated Document Management Option: All MY UNSIGNED Documents

Searching for the documents.....
```

MY UNSIGNED Documents		Jan 26, 1998 16:51:18	Page: 1 of 3
by AUTHOR (RUSSELL,JOEL) or EXPECTED COSIGNER		40 documents	
Patient	Document	Ref Date	Status
1 WINCHESTER,C E(W0167)	PULMONARY CONSULT	01/26/98	unsigned
2 ABC,P (A4321)	Adverse React/Allergy	01/22/98	unsigned
3 NIVEK,A (N8796)	Reparatory Therapy Note	01/20/98	uncosigned
4 ROMNEY,P (R1350)	Reparatory Therapy Note	01/16/98	uncosigned
5 SIMPSON,H (S9999)	Reparatory Therapy Note	01/16/98	uncosigned
6 RONTEY,P (R1350)	Reparatory Therapy Note	01/15/98	uncosigned
7 RAMBO,J (R1239)	Reparatory Therapy Note	01/15/98	uncosigned
8 RISTOLAUN,M (R1563)	Reparatory Therapy Note	01/14/98	uncosigned
9 RISTOLAUN,M (R1563)	Reparatory Therapy Note	01/14/98	uncosigned
10 ROMNEY,P (R1350)	Reparatory Therapy Note	01/14/98	uncosigned
11 DOE,W C (D6572)	Reparatory Therapy Note	01/14/98	uncosigned
12 HOOD,R (H2591)	Reparatory Therapy Note	01/14/98	uncosigned
13 RAMBO,J (R1239)	Reparatory Therapy Note	01/14/98	uncosigned
14 RAMBO,J (R1239)	Reparatory Therapy Note	01/14/98	uncosigned
+ + Next Screen - Prev Screen ?? More Actions >>>			
Find	Sign/Cosign	Change View	
Add Document	Detailed Display	Copy	
Edit	Browse	Delete Document	
Make Addendum	Print	Quit	
Link ...	Identify Signers		
Select Action: Next Screen// L Link ...			

Problems	Patient/Visit	Link with Request
Specify Linkage: L Link with Request		
Select Document(s): (1-14): 1		
You must link your Result to a Consult Request...		
The following CONSULT REQUEST(S) are available:		
1> JAN 23, 1998@11:14	759 PULMONARY	
2> JAN 23, 1998@11:14	760 PULMONARY	
CHOOSE 1-2: 2 760		

(Continued on next page.)

Package Operation

MY UNSIGNED Documents		Jan 26, 1998 16:51:32	Page: 1 of 3
by AUTHOR (RUSSELL,JOEL) or EXPECTED COSIGNER		40 documents	
Patient	Document	Ref Date	Status
1 WINCHESTER,C E(W0167)	PULMONARY CONSULT	01/26/98	unsigned
2 ABC,P (A4321)	Adverse React/Allergy	01/22/98	unsigned
3 NIVEK,A (N8796)	Reparatory Therapy Note	01/20/98	uncosigned
4 ROMNEY,P (R1350)	Reparatory Therapy Note	01/16/98	uncosigned
5 SIMPSON,H (S9999)	Reparatory Therapy Note	01/16/98	uncosigned
6 RONTEY,P (R1350)	Reparatory Therapy Note	01/15/98	uncosigned
7 RAMBO,J (R1239)	Reparatory Therapy Note	01/15/98	uncosigned
8 RISTOLAUN,M (R1563)	Reparatory Therapy Note	01/14/98	uncosigned
9 RISTOLAUN,M (R1563)	Reparatory Therapy Note	01/14/98	uncosigned
10 ROMNEY,P (R1350)	Reparatory Therapy Note	01/14/98	uncosigned
11 DOE,W C (D6572)	Reparatory Therapy Note	01/14/98	uncosigned
12 HOOD,R (H2591)	Reparatory Therapy Note	01/14/98	uncosigned
13 RAMBO,J (R1239)	Reparatory Therapy Note	01/14/98	uncosigned
14 RAMBO,J (R1239)	Reparatory Therapy Note	01/14/98	uncosigned
+ ** Item 1 Reassigned. ** >>>			
Find	Sign/Cosign	Change View	
Add Document	Detailed Display	Copy	
Edit	Browse	Delete Document	
Make Addendum	Print	Quit	
Link ...	Identify Signers		
Select Action: Next Screen// Q Quit			

--- Clinician's Menu ---	
1	Individual Patient Document
2	All MY UNSIGNED Documents
3	Multiple Patient Documents
4	Enter/edit Document
You have PENDING ALERTS	
Enter "VA VIEW ALERTS to review alerts	
Select Integrated Document Management Option:	

Package Operation

4. From the CPRS Chart, the dialog looks like this (NOTE: If CONSULTS is defined as a CLASS under CLINICAL DOCUMENTS, this approach is not yet available):

OE	CPRS Clinician Menu
RR	Results Reporting Menu
AD	Add New Orders
RO	Act On Existing Orders
PP	Personal Preferences ...

Select Clinician Menu Option: **OE** CPRS Clinician Menu

Clinic PULMONARY CLINIC	Jan 27, 1998 15:20:32	Page: 1 of 1	
Current patient: ** No patient selected **			
Patient Name	ID	DOB	Appointment Date
No patients found.			
Enter the number of the patient chart to be opened			
+ Next Screen	CV Change View ...	FD Find Patient	
- Previous Screen	SV Save as Default List	Q Close	
Select Patient: Change View// WINCHESTER, CHARLES EMERSON III			01-01-67

107010167P	ACTIVE DUTY
	A: Known allergies
Searching the patient's chart ...	

(Continued on the next page.)

Cover Sheet	Jan 27, 1998 15:20:40	Page: 1 of 1
WINCHESTER,CHARLES EMERSON III	107-01-0167P1A	JAN 1,1967 (31) <A>

Item	Entered
1 Allergies/Adverse Reactions DUST	10/07/97
Patient Postings <None>	
Recent Vitals No data available	
Immunizations No immunizations found.	
Eligibility Not Service Connected	

Enter the numbers of the items you wish to act on. >>>

NW	Enter New Allergy/ADR CV	(Change View ...)	SP	Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q	Close Patient Chart

Select: Chart Contents// **CC;N** Chart Contents ...

Searching the patient's chart ...

Signed Notes	Jan 27, 1998 15:20:46	Page: 1 of 1
WINCHESTER,CHARLES EMERSON III	107-01-0167P1A	JAN 1,1967 (31) <A>

Currently viewing 17 notes

	Title	Written	Author	SigSt
1	PULMONARY CONSULT	01/26 16:37	RUSSELL,J	compl
2	Respiratory Therapy Note	12/11 16:59	RUSSELL,J	uncos
3	General Note	10/16 /91	NO,D	compl
4	General Note	06/17 /91	BUECHLER,M	compl
5	General Note	06/13 /91	MCCLENAH,M	compl

Enter the numbers of the items you wish to act on. >>>

NW	Write New Note	CV Change View ...	SP	Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q	Close Patient Chart

Select: Chart Contents// **CV** Change View ...

(Continued on the next page.)

Package Operation

Signed Notes		Jan 27, 1998 15:20:46		Page: 1 of 1	
WINCHESTER,CHARLES EMERSON III		107-01-0167P1A		JAN 1,1967 (31) <A>	
Currently viewing 17 notes					
	Title	Written	Author	SigSt	
1	PULMONARY CONSULT	01/26 16:37	RUSSELL,J	compl	
2	Joel's Test Note	12/11 16:59	RUSSELL,J	uncos	
3	General Note	10/16 /91	NO,D	compl	
4	General Note	06/17 /91	BUECHLER,M	compl	
5	General Note	06/13 /91	MCCLENAH,M	compl	
Enter the numbers of the items you wish to act on. >>>					
1	all signed	4	signed/author	Save as Preferred View	
2	my unsigned	5	signed/dates	Remove Preferred View	
3	my uncosigned				
Select context: 2 my unsigned					

Searching the patient's chart ...

Unsigned Notes		Jan 27, 1998 15:20:55		Page: 1 of 1	
WINCHESTER,CHARLES EMERSON III		107-01-0167P1A		JAN 1,1967 (31) <A>	
Currently viewing all unsigned notes					
	Title	Written	Author	SigSt	
1	PULMONARY CONSULT	01/27 15:19	RUSSELL,J	unsig	
Enter the numbers of the items you wish to act on. >>>					
NW	Write New Note	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart
Select: Chart Contents// 1					

(Continued on the next page.)

Unsigned Notes		Jan 27, 1998 15:20:55	Page:	1 of	1
WINCHESTER,CHARLES EMERSON III		107-01-0167P1A	JAN 1,1967 (31) <A>		
Currently viewing all unsigned notes					
	Title	Written	Author	SigSt	
1	PULMONARY CONSULT	01/26 16:37	RUSSELL,J	unsig	
Enter the numbers of the items you wish to act on. >>>					
Edit		Detailed Display	Identify signers		
Make Addendum		Browse	Copy		
Sign		Print	Delete		
Select Action: BR Browse					

Browse Document		Jan 26, 1998 16:49:32	Page:	1 of	1
PULMONARY CONSULT					
WINCHESTER,C E 107-01-0167P		PULMONARY CLINIC	Visit Date: 01/26/98@16:37		
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34					
AUTHOR: RUSSELL,JOEL		EXP COSIGNER:			
URGENCY:		STATUS: UNSIGNED			
DEMOGRAPHICS: WINCHESTER,CHARLES EMERSON III					
107-01-0167P					
31					
JAN 1,1967					
His disposition is good.					
+ Next Screen - Prev Screen ?? More actions >>>					
Find		Make Addendum	Identify Signers		
Print		Sign/Cosign	Delete		
Edit		Copy	Link ...		
			Quit		
Select Action: Quit// L Link ...					

Problem(s)	Patient/Visit	Link with Request
Specify Linkage: L Link with Request		
You must link your Result to a Consult Request...		
The following CONSULT REQUEST(S) are available:		
1> JAN 23, 1998@11:14	759	PULMONARY
2> JAN 23, 1998@11:14	760	PULMONARY
CHOOSE 1-2: 2 760		
Opening PULMONARY CONSULT record for review...		

(Continued on next page.)

Package Operation

Browse Document	Jan 26, 1998 16:49:32	Page: 1 of 1
PULMONARY CONSULT		
WINCHESTER,C E 107-01-0167P PULMONARY CLINIC Visit Date: 01/26/98@16:37		
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34		
AUTHOR: RUSSELL,JOEL EXP COSIGNER:		
URGENCY: STATUS: UNSIGNED		
DEMOGRAPHICS: WINCHESTER,CHARLES EMERSON III		
107-01-0167P		
31		
JAN 1,1967		
His disposition is good.		
+ Next Screen - Prev Screen ?? More actions >>>		
Find	Make Addendum	Identify Signers
Print	Sign/Cosign	Delete
Edit	Copy	Link ...
		Quit
Select Action: Quit// <Enter> Quit		

Unsigned Notes	Jan 27, 1998 15:20:55	Page: 1 of 1
WINCHESTER,CHARLES EMERSON III 107-01-0167P1A JAN 1,1967 (31) <A>		
Currently viewing all unsigned notes		
Title	Written	Author SigSt
1 PULMONARY CONSULT	01/27 15:19	RUSSELL,J unsig
Enter the numbers of the items you wish to act on. >>>		
NW Write New Note	CV Change View ...	SP Select New Patient
AD Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Chart Contents// Q Close Patient Chart		

Windows Quick Start

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Receive Request 75

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Detailed Display 84

Discontinue Order 83

Make Addendum 85

New Date Range 87

Quit 89

Results Display 90

Select Consult 91

Select New Patient 92

Select Service 93

View by Status 94

Key

1. Steps are numbered and bolded:

a) Sub-steps are lettered and include an accent bar.

Tips are in a plain box

VistA CPRS in use by: Snow, Charles R. (OERRDE)

File Edit View Action Tools Help

ANDARUS, BANTONIA 1A
234-44-2222 Mar 03, 1960 (38) Provider: SNOW, CHARLES R.

All consults Jun 08, 98 (p) GASTRO

Jun 08, 98	(c)	PULMI	Current Pat. Status:	
Jun 08, 98	(p)	GASTROENTEROLOGY Consult	Eligibility:	
Jun 04, 98	(dc)	CARDI	Order Information	
Jun 04, 98	(dc)	PULMI	To Service:	
Jun 03, 98	(dc)	CARDI	Attention:	
Jun 03, 98	(c)	CARDI	From Service:	
May 29, 98	(c)	*CARD	Requesting Provider:	
May 27, 98	(dc)	PULMI	Place:	
May 20, 98	(dc)	PULMI	Urgency:	
May 13, 98	(c)	*PULM	Orderable Item:	
May 01, 98	(c)	PULMI	Request Type:	
Apr 23, 98	(c)	CARDI	Reason For Request:	
Apr 22, 98	(c)	CARDI	Status:	
Apr 22, 98	(cl)	CARDI	Last Action:	

New Consult
New Procedure
Related Notes

Introduction

1. Before each process, select the consult:

a) Click on the consult you want to select. (Most processes assume that you have first selected a specific consult.)

When you pause the cursor over the list of consults, CPRS expands the line the cursor is on.

VistA CPRS in use by: Snow, Charles R. (OERRDE)

File Edit View Action Tools Help

ANDARUS, BANTONIA 1A
234-44-2222 Mar 03, 1960 (38) Provider: SNOW, CHARLES R.

All consults Jun 08, 98 (p) GASTRO

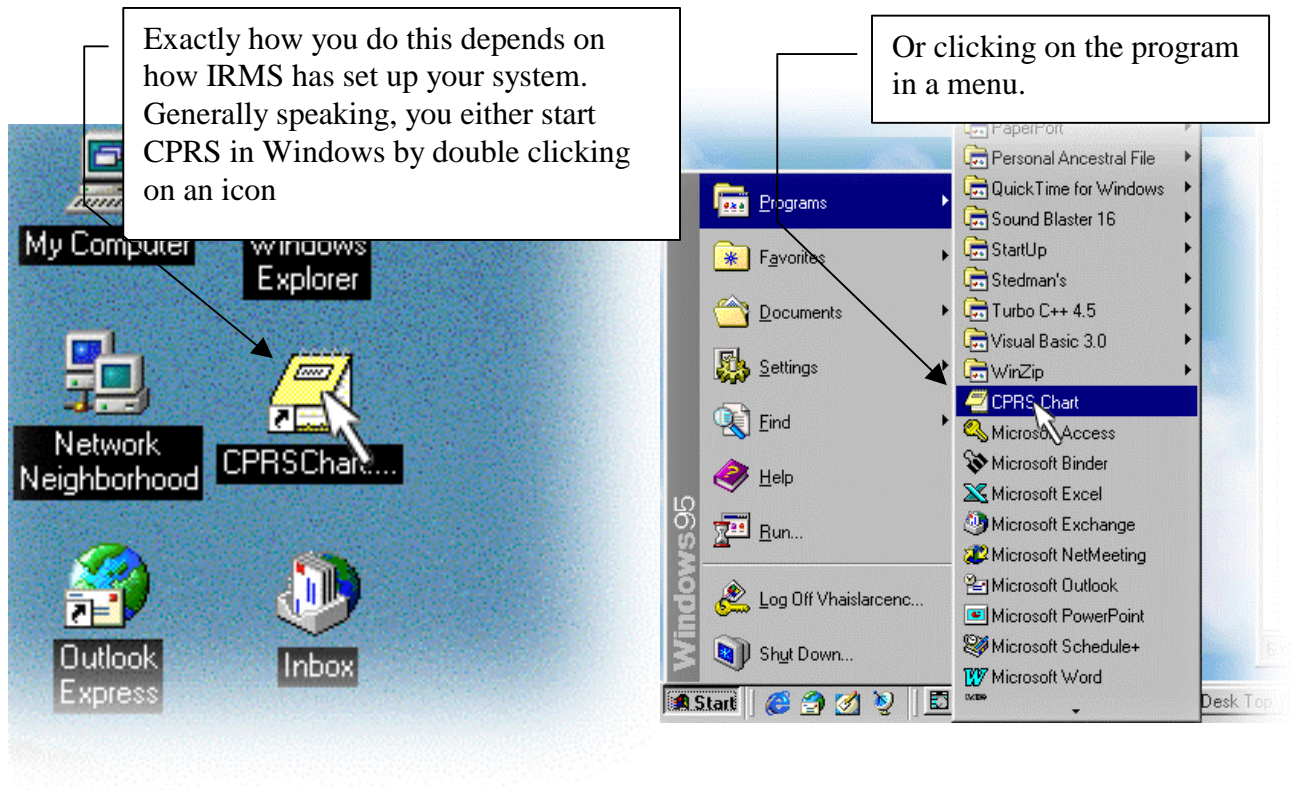
Jun 08, 98	(c)	PULMI	Current Pat. Status:	
Jun 08, 98	(p)	GASTROENTEROLOGY Consult	Eligibility:	
Jun 04, 98	(dc)	CARDI	Order Information	
Jun 04, 98	(dc)	PULMI	To Service:	
Jun 03, 98	(dc)	CARDI	Attention:	
Jun 03, 98	(c)	CARDI	From Service:	
May 29, 98	(c)	*CARD	Requesting Provider:	
May 27, 98	(dc)	PULMI	Place:	
May 20, 98	(dc)	PULMI	Urgency:	
May 13, 98	(c)	*PULM	Orderable Item:	
May 01, 98	(c)	PULMI	Request Type:	
Apr 23, 98	(c)	CARDI	Reason For Request:	
Apr 22, 98	(c)	CARDI	Status:	
Apr 22, 98	(cl)	CARDI	Last Action:	

New Consult
New Procedure
Related Notes

Windows Flow of Information

Starting Consults in Windows

1. Start CPRS for Windows:

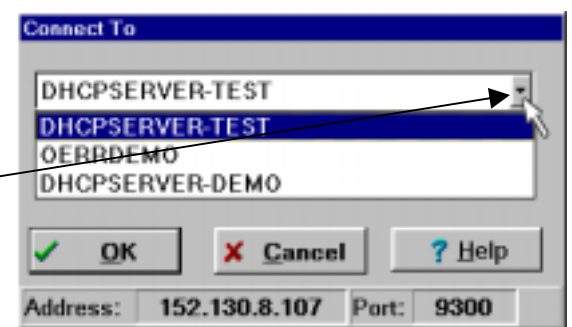


2. Select the connection:



Note: Depending on the way CPRS is installed on your machine, you may not see this step

- Click on the drop-down button
- Select the appropriate connection. (See your Clinical Application Coordinator for information on which is the correct one.)
- Click OK.



3. Log-on to your system:

* OE/RR DEVELOPMENT ACCOUNT *

* Tampering with this system is a *

Access Code: *****
Verify Code: *****

Server: ISC5A2 Volume: OER UC: OEX Port: 1344

a) After entering your Access Code, use the Tab key to switch to the Verify Code Field.

b) When you have entered both the Access Code and Verify Code, click OK or press the Enter key.

You can save time by typing both the Access and Verify codes here, separated by a semicolon.

4. Select a patient:

Clinics is very useful, it gives today's appointments for a clinic you select.

Click on these radio buttons to change the list of patients.

Type anything here that is allowed in VISTA patient prompts and a list of matches appear directly below.

Pressing the Enter key automatically selects the highlighted patient.

Double click on any name to select that patient.

Patient Selection

Patient List
☐ No Default
☐ Providers
☐ Teams
☐ Specialties
☒ Clinics
☐ Wards
☐ All

Patients
T2342
Trot, Jack
Turner, Tommy
Abc, Patient
Andarus, Bantonia
Anderson, H C
Appleseed, Johnny
Bell, Dumb
Blendu, Ab
Bud, Rose
Confort, Annie
Deceased, Patient
Dinero, Mucho
Disabilities, Rated
True, William C

Trot, Jack
SSN: 234-24-2342
DOB: Feb 03, 1923
Male
Veteran
Location: 1A
Room-Bed: B-1

OK
Cancel
Save Patient List Settings

a) When ready, click the OK button or press the Enter key.

5. Click the Consults Tab:

Vista CPRS in use by: Arceneaux,Charles (OERRDEMO)

File Edit View Action Tools Help

TRAT,JACK **1A B-1** Postings
 234-24-2342 Feb 03,1923 (75) Provider: ARCENEAUX,CHARLES **CWA**

All Consults Apr 27,98(p) CARDIOLOGY Consult Consult #: 859

Apr 27,98 (p) CARD
 Mar 18,98 (x) PULM
 Mar 18,98 (x) CARD
 Feb 17,98 (p) PULM
 Feb 13,98 (p) PULM
 Dec 16,97 (dc) EKG P
 Dec 16,97 (p) FOOT

New Consult
 New Procedure

Related Notes
 None

Encounter

Current Pat. Status: Inpatient
 Ward: 1A
 Eligibility: MILITARY RETIREE
 To Service: CARDIOLOGY
 From Service: 1A
 Sending Provider: ARCEAUX,CHARLES
 Request Type: Consult Request
 Provisional Diagnosis: R/O angina
 Reason For Request: Acute chest pain.
 Place: Bedside
 Urgency: Routine
 Status: PENDING
 Last Action: PRINTED TO

Activity	Date/Time	Responsible Clin	Entered By
ENTERED IN CPRS	04/27/98 11:44	ARCEAUX,CHARLES	ARCEAUX,C

PMH

Cover Sheet Problems Meds Orders Notes **Consults** D/C Summ Labs Reports

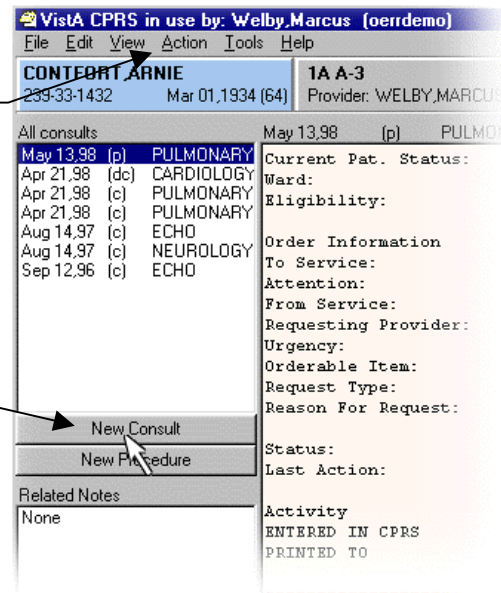
It may take a few seconds after selecting the Consults Tab for CPRS to load consults information.

Order New Consult

1. Select New Consult:

You can find New Consult on the Action menu.

Or click the New Consult Button.



2. Fill out the Order a Consult dialog:

a) If needed, fill in the Reason for Consult. In this example, the field has already been populated from boilerplate text.

b) If needed, change the values in the Urgency, Place, Attention, and Provisional Diagnosis boxes.

If you have already talked with another provider about this consult, fill in the name here.

This message box gives you critical dialog information.

The 'Order a Consult' dialog box is shown. It has several sections:

- Consult to Service/Specialty:** A list box with 'Cardiology' selected.
- Urgency:** A dropdown menu set to 'ROUTINE'.
- Attention:** A dropdown menu set to 'CONSULTANT'S CHOICE'.
- Place of Consultation:** A dropdown menu set to 'CONSULTANT'S CHOICE'.
- Reason for Request (not editable):** A text area containing boilerplate text: 'CONFORT, ARNIE is a 66 y/o RACE UNKNOWN SEX UNKNOWN currently taking Active Outpatient Medications (excluding Supplies):'. Below this is a table of 'Active Outpatient Medications' with columns for medication name, status, and date. The first entry is 'PHENELZINE 15MG 1 TAB Q4H' with status 'ACTIVE'.
- Provisional Dx (REQUIRED):** A text field that is highlighted in yellow.
- Buttons:** 'Accept Order' and 'Quit'.

If this field is yellow, then the Provisional Diagnosis must be entered using the Lexicon button.

If this button is active, then you must use the Clinical Lexicon to populate the Provisional Diagnosis filed.

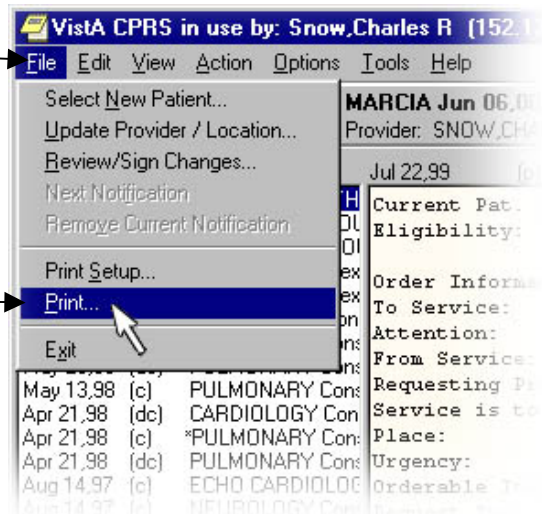
c) When you are all finished, click on the Accept Order button.

Print Form 513

1. Select Print from the File Menu:

Select Print by clicking on File in the menu bar, then clicking on Print.

Or follow the underlined letters from the keyboard by pressing Alt+F (together) then P.



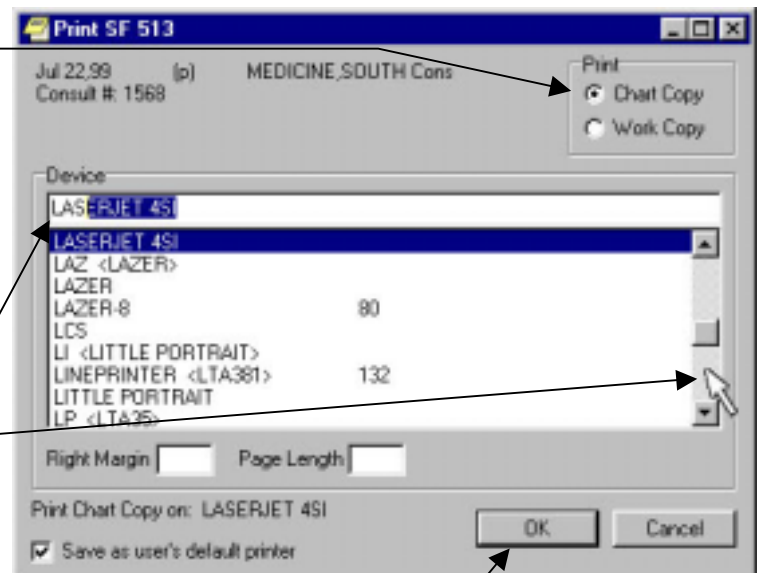
2. Select the Printer Device:

a) Select Chart Copy or Work Copy.

b) Start typing the device name, CPRS finds the closest match.

c) Or use the scroll bar and then click on the printer you want.

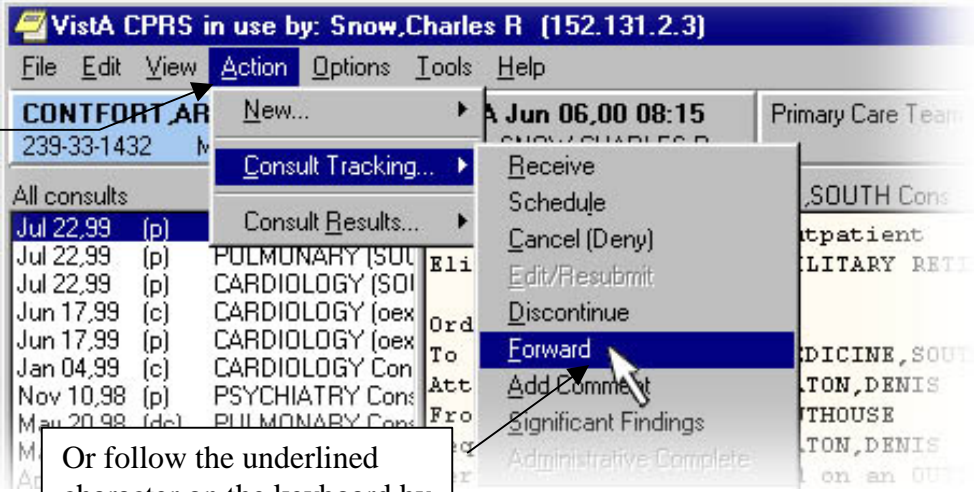
d) Then click OK or press the Enter key.



Forward Request

1. Select Forward:

a) Click on Actions, then Consult Tracking, and then Forward.



The screenshot shows the VistA CPRS interface with the 'Action' menu open. The 'Consult Tracking...' option is selected, and the 'Forward' option is highlighted in the submenu. The interface also displays a list of consults for patient 239-33-1432, including dates and service names like 'PULMONARY (SOU' and 'CARDIOLOGY (SOI'.

Or follow the underlined character on the keyboard by pressing Alt+A (together), then C, and then F.

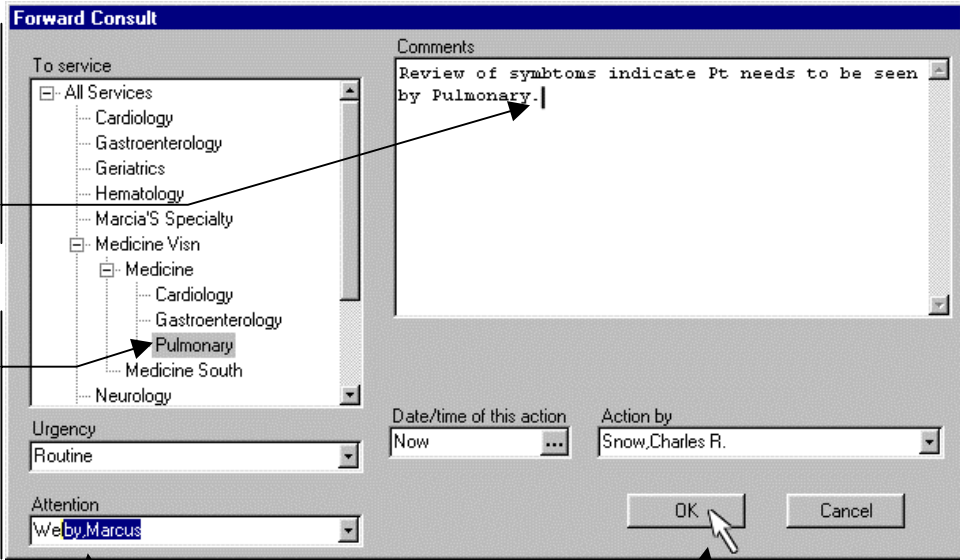
2. Fill in the Forward Consult dialog:

a) Type in the reason for forwarding this Consult.

b) Select the correct service from the All Services tree.

c) If appropriate, type in or select the Attention care giver.

d) When finished, click on the OK button.



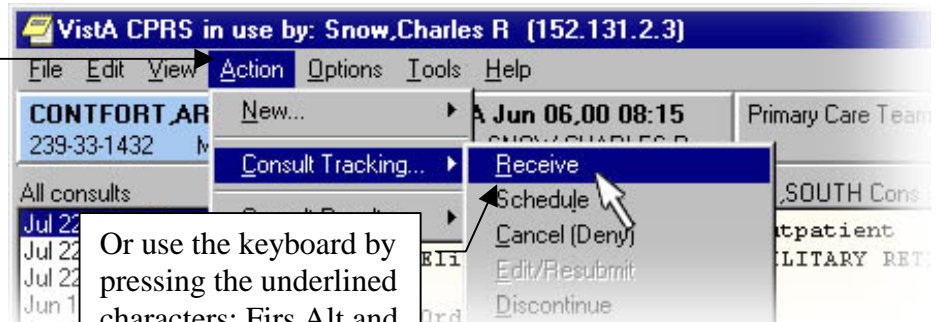
The 'Forward Consult' dialog box is shown with the following fields and options:

- To service:** A tree view showing 'All Services' expanded, with 'Pulmonary' selected under 'Medicine'.
- Comments:** A text area containing 'Review of symptoms indicate Pt needs to be seen by Pulmonary.'
- Urgency:** A dropdown menu set to 'Routine'.
- Date/time of this action:** A dropdown menu set to 'Now'.
- Action by:** A dropdown menu set to 'Snow, Charles R.'
- Attention:** A dropdown menu set to 'Weby, Marcus'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Receive Request

1. Select Receive:

a) Click on Action, then Consult Tracking, then Receive.



Or use the keyboard by pressing the underlined characters: First Alt and A (together), then C, and then R.

2. Click OK.

If there is anything unusual about this consult, document it by typing a comment here.

If you need some other time, click here.

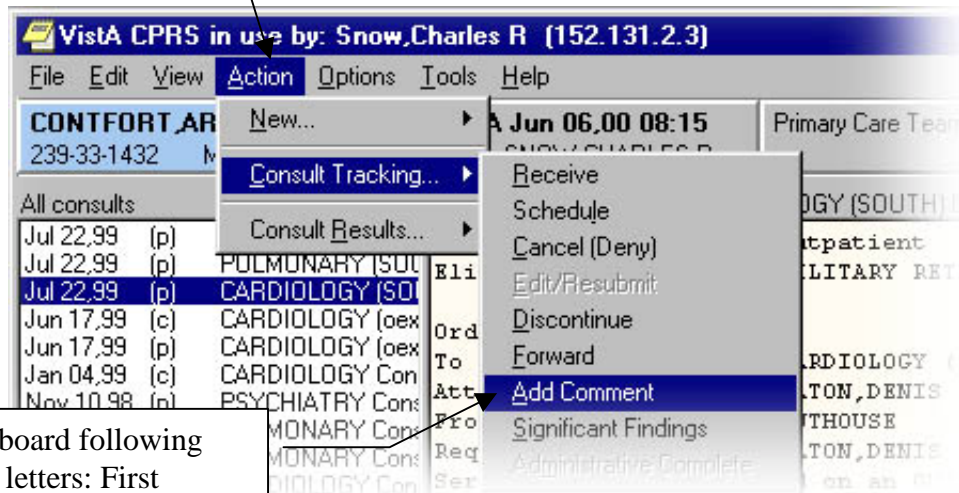
If the action should be by some other person, change this.

The 'Receive Consult' dialog box has a title bar 'Receive Consult'. It contains a large text area labeled 'Comments'. Below this are two fields: 'Date/time of this action' with a dropdown menu showing 'Now' and a button with three dots, and 'Action by' with a dropdown menu showing 'Snow, Charles R'. At the bottom are 'OK' and 'Cancel' buttons. A mouse cursor is pointing at the 'OK' button.

Comment

1. Select Add Comment:

Click on Action, then Consult Tracking, then Add Comment.

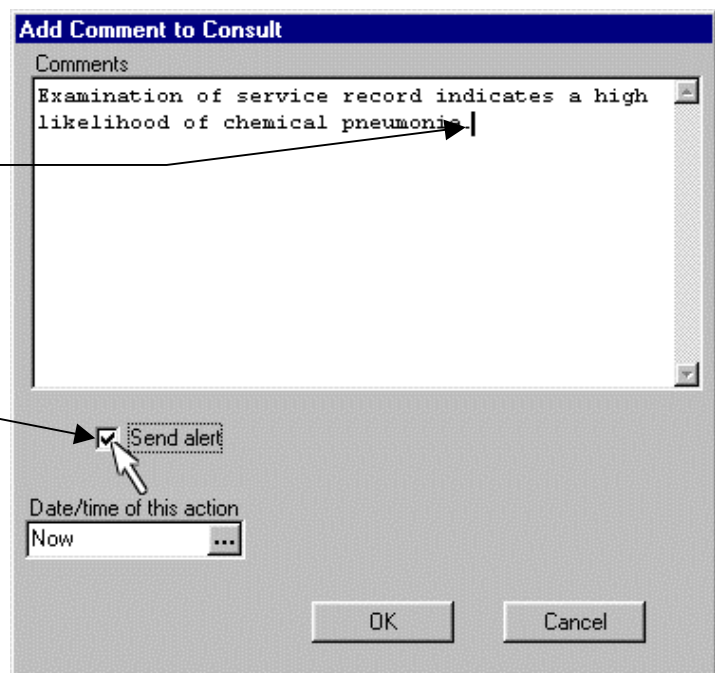


Or use the keyboard following the underlined letters: First Alt+A (together), then C, then A.

2. Fill in the Add Comment to Consult Dialog:

a) Type your comment in the text area.

b) Then click on the Send Alert check box.

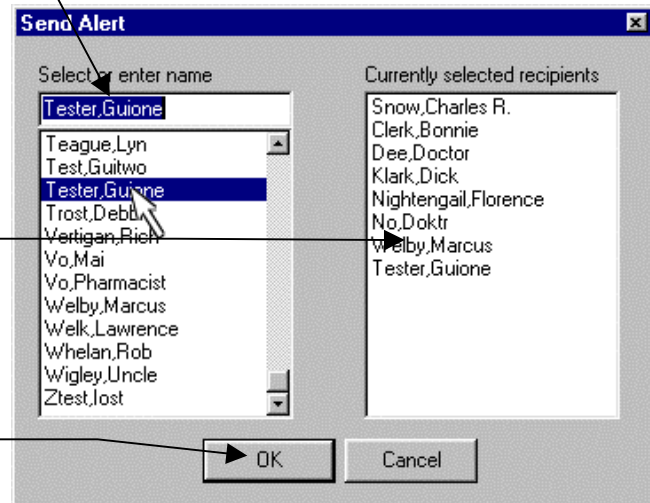


3. Select the People to Receive the Alert:

Clicking in this list selects people to receive the alert.

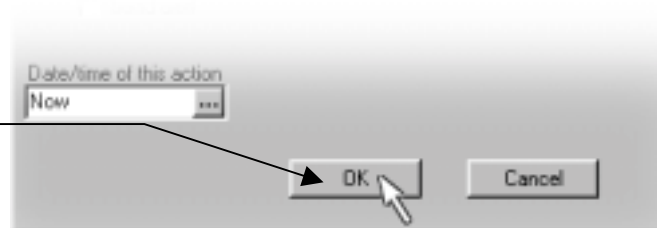
Clicking in this list removes people from the recipients list.

Click OK or press the Enter key when finished.



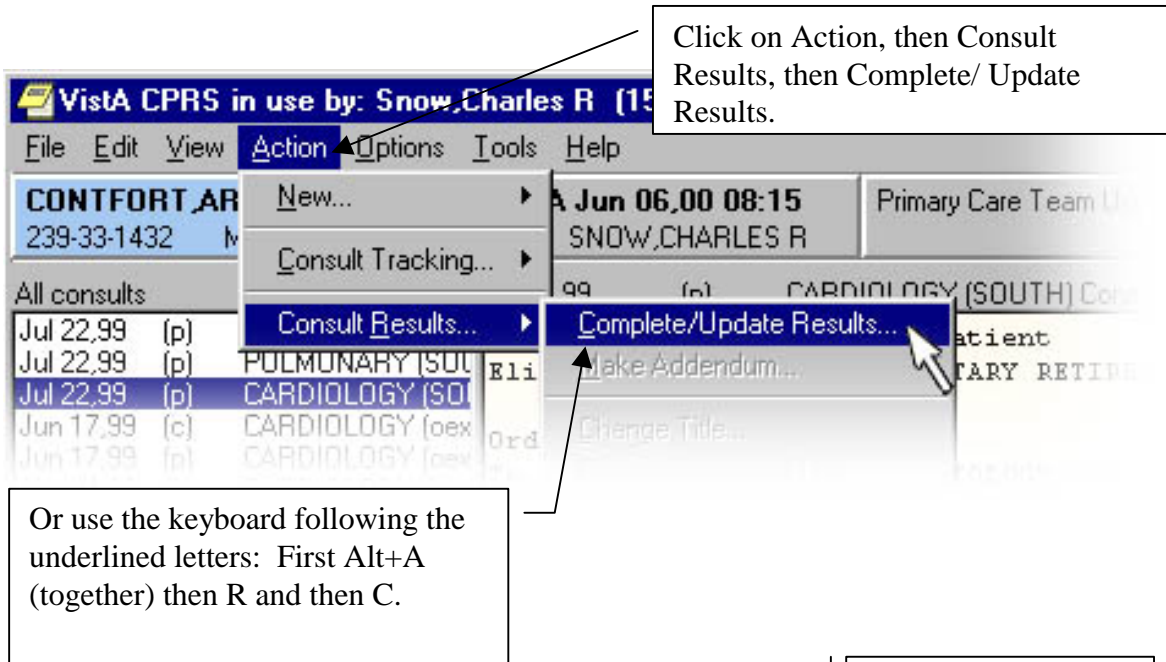
4. Select OK:

a) When finished, click the OK button.



Complete a Consult (From the Consults Tab)

1. Select Complete/Update Results:

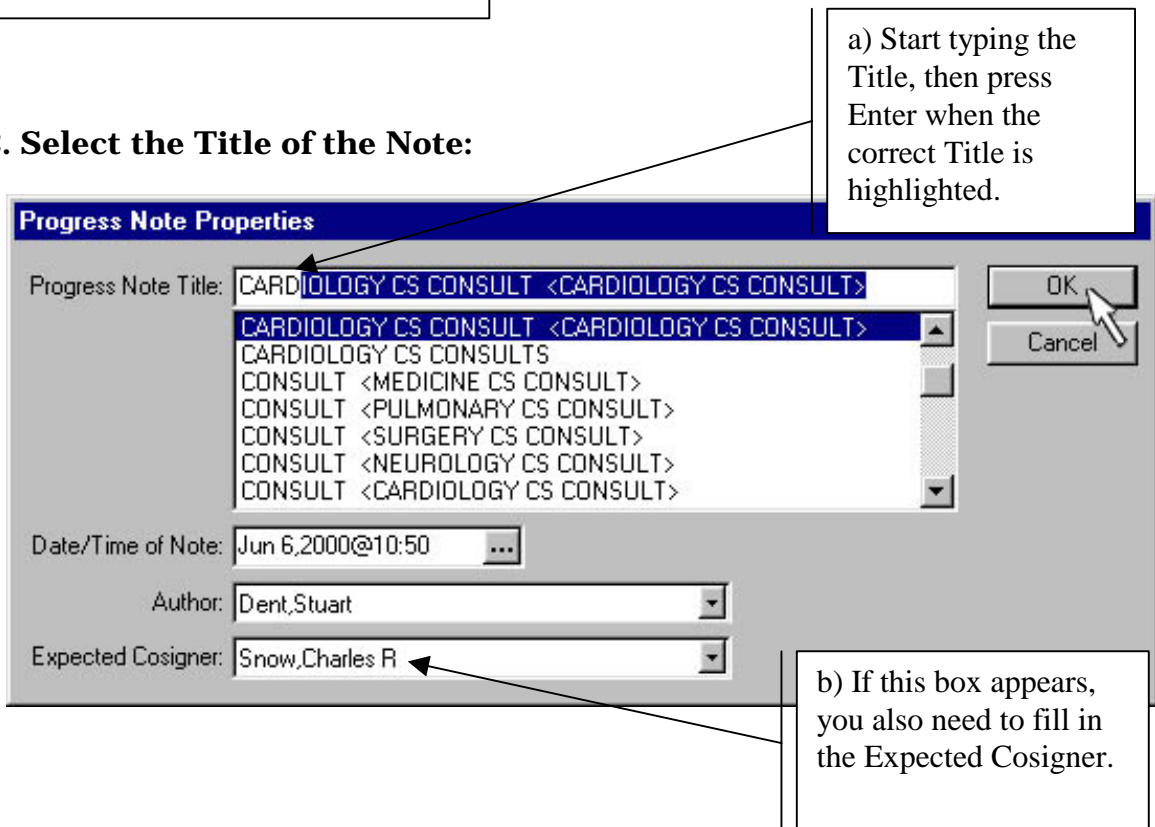


Click on Action, then Consult Results, then Complete/ Update Results.

Or use the keyboard following the underlined letters: First Alt+A (together) then R and then C.

The screenshot shows the VistA CPRS interface. The 'Action' menu is open, and the 'Consult Results...' option is selected, which has opened a sub-menu where 'Complete/Update Results...' is highlighted. A callout box explains the keyboard shortcut: Alt+A, then R, then C.

2. Select the Title of the Note:



a) Start typing the Title, then press Enter when the correct Title is highlighted.

b) If this box appears, you also need to fill in the Expected Cosigner.

The screenshot shows the 'Progress Note Properties' dialog box. The 'Progress Note Title' list is open, and 'CARDIOLOGY CS CONSULT <CARDIOLOGY CS CONSULT>' is highlighted. A callout box explains that the user should start typing the title and press Enter when the correct title is highlighted. Another callout box points to the 'Expected Cosigner' field, stating that if this box appears, the user also needs to fill in the Expected Cosigner.

3. Type in the text of the results:

VistA CPRS in use by: Dent, Stuart (152.131.2.3)

File Edit View Action Options Tools Help

CONFORT, ARNIE CARD Jun 06,00 16:37 Primary Care Team Unassigned
239-33-1432 Mar 01,1934 [66] Current Provider Not Selected Remove Data Postings CWAD

All consults: Jul 22,99 (p) MEDICINE SOUTH, Jul 22,99 (p) PULMONARY (SOL), Jul 22,99 (a) CARDIOLOGY (SOL), Jun 17,99 (c) CARDIOLOGY (SOL)

Related Notes: Jun 06,00 CARDIOLOGY CS CONSULT

CARDIOLOGY CS CONSULT Jun 06,2000@16:37 Dent, Stuart Change...

Subj: CAD

DEMOGRAPHICS: CONFORT, ARNIE
999-22-1111
76
MAR 3,1922

His disposition is good.

This is an optional field. If you use it, it may help you organize your notes.

As with any TIU document, part of it can be boiler-plate.

And part of it may be entered by you. This can be typed directly or cut and pasted from a word processor such as MS Word.

4. Save the note:

VistA CPRS in use by: Snow, Charles R (152.131.2.3)

File Edit View Action Options Tools Help

CONFORT, ARNIE New... Jun 06,00 16:37 Primary Care Team Unassigned
239-33-1432 Consult Tracking... SNOW, CHARLES R

Consult Results... CARDIOLOGY CS CONSULT Jun 07,2000

Complete/Update Results...
Make Addendum...
Change Title...
Reload Boilerplate Text
Add to Signature List
Delete Progress Note...
Edit Progress Note...
Save Without Signature
Sign Note Now...
Identify Additional Signers
Print Note

You can save it to finish and sign later. This changes the status to Partial Results (pr).

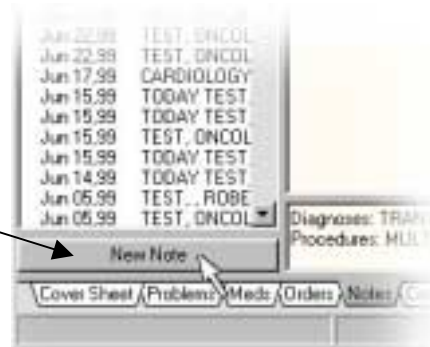
Or you can sign it now. This changes the status to Complete (c).

Complete a Consults (From the Notes Tab)

Before starting, from the CPRS Windows program, select the correct patient and click the Notes tab.

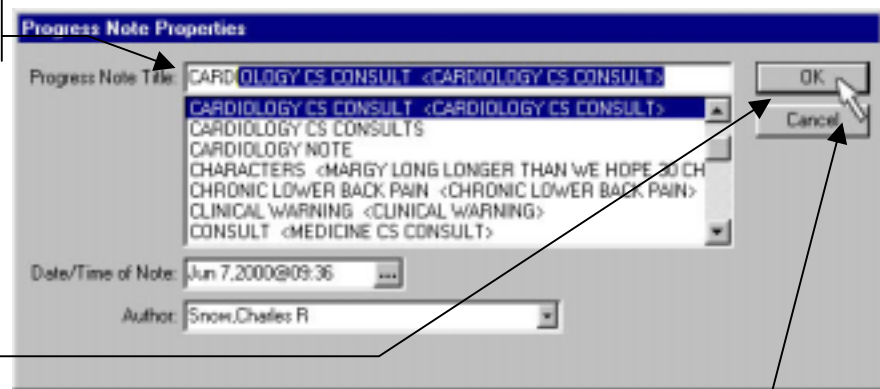
1. Click New Note:

- a) Click the New Note button.



2. Select the Title of the Note:

- a) Type or select a title.

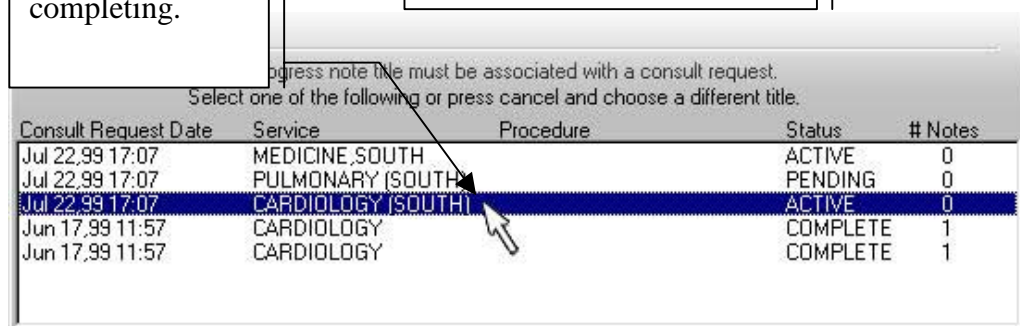


- b) When finished, click OK.

3. Select the consult:

- a) Select the consult you are completing.

- b) ~~Then~~ Then click OK or press the Enter key again.



4. Type in the text of the results:

As with any TIU document, part of it can be boiler-plate.

And part of it may be entered by you.

5. Save the note:

You can save it to finish and sign later. This changes the status to Partial Results (pr).

Or you can sign it now. This changes the status to Complete (c).

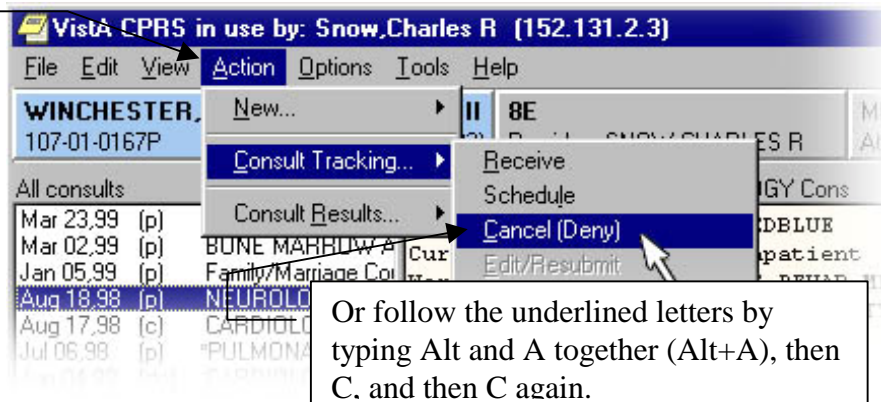
Other Windows Topics

Cancel (Deny) Request

This is a consult receiver's action. If you are the consult originator, use the Discontinue Order action.

1. Select Cancel:

Click on Action, then Consult Tracking, and then Cancel.

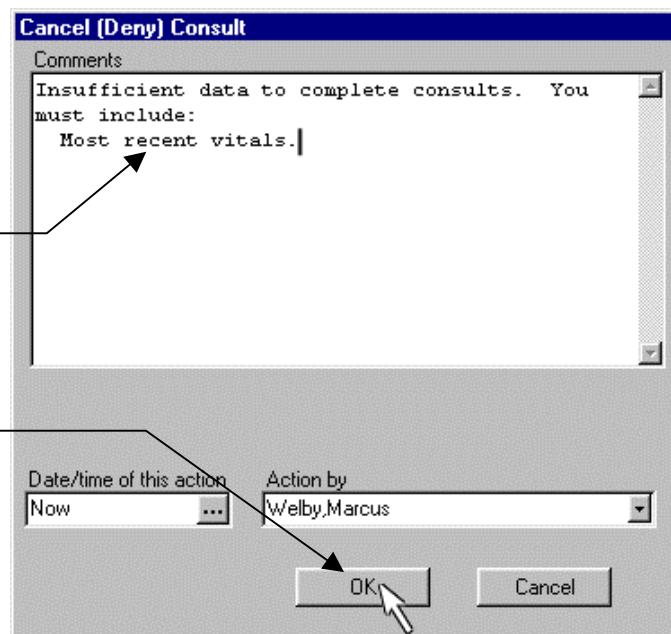


2. Consult dialog:

a) Type the reason for the denial. Be specific enough so that the originating physician can correct and resubmit the consult.

b) When finished, click the OK button.

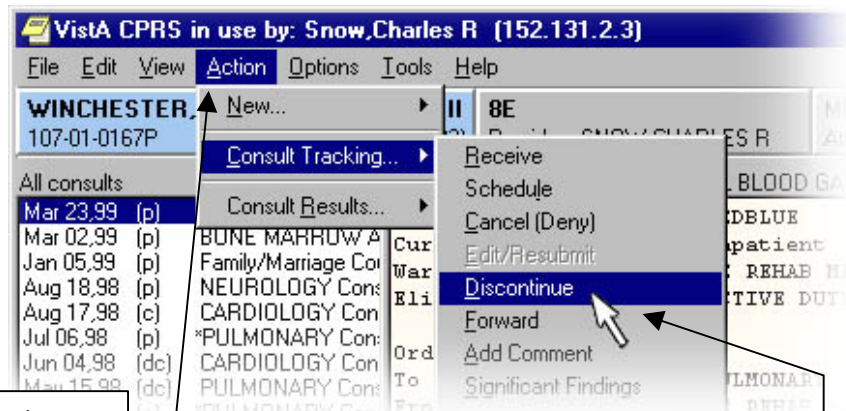
A notification is automatically sent to the consult originator so that the consult can be edited and resubmitted.



Discontinue Order

This is a consult originator's action. If you are the consult receiver, use the Cancel (Deny) action.

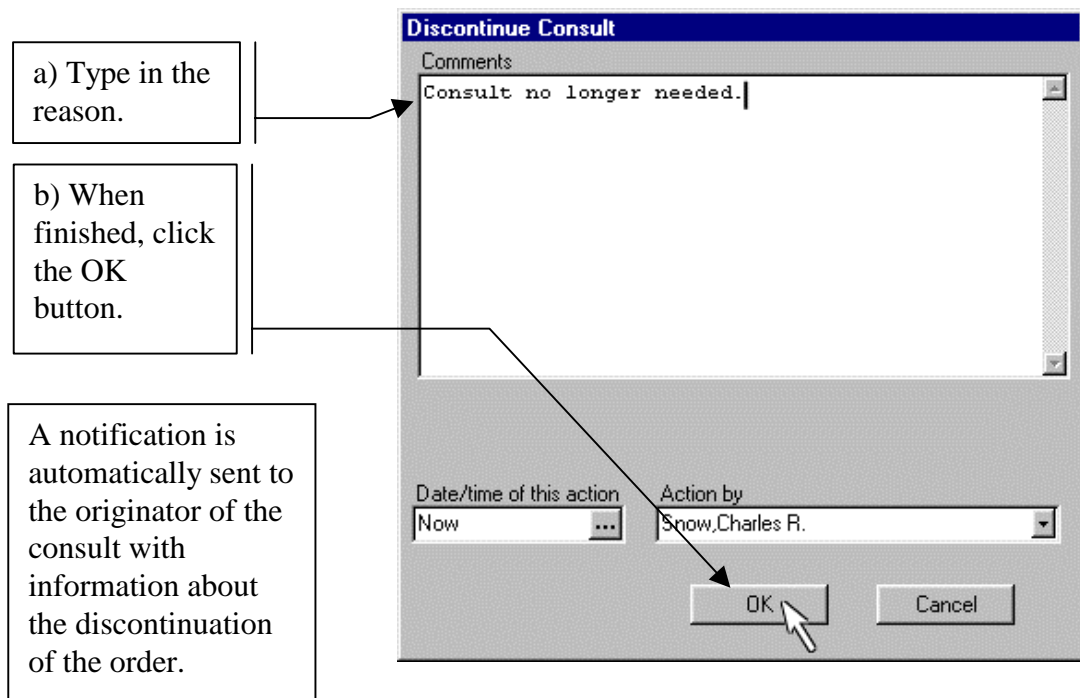
1. Select Discontinue:



Click on Action, then Consult Tracking, then Discontinue.

Or follow the underlined characters on the keyboard by pressing Alt+A (together), then C, and then D.

2. Fill out the Discontinue Consult dialog:



Detailed Display

Consults in Windows always show the detailed display of whatever consult is selected.

a) Click on the consult you want to see.

Postings codes have the following meanings:

- C—There are Crisis Note(s) present.
- W—There are Clinical Warning Note(s) present.
- A—There are allergies present.
- D—There are Directive Note(s) present.

Click here for specifics.

The screenshot shows the Vista CPRS interface for a patient named William C. Doe. The top bar displays the patient's name, ID (243-23-6572), birth date (Sep 12, 1944), and the current provider (SNOW, CHARLES R.). The main window is divided into several sections. On the left, there is a list of 'All Consults' with dates and codes, and a 'Related Notes' section. The central area shows the details of the selected consult (Mar 04, 98, CARDIOLOGY Consult, Consult #: 806). This section includes fields for Current PC Provider, Current PC Team, Ward, Eligibility, Order Information, Request Type, Provisional Diagnosis, Reason For Request, Status, Last Action, and Significant Findings. At the bottom, there is a table for 'Activity' with columns for Date/Time, Responsible Clin, and Entered By. The bottom of the window features a navigation bar with tabs for Cover Sheet, Problems, Meds, Orders, Notes, Consults, D/C Summ, Labs, and Reports.

Activity	Date/Time	Responsible Clin	Entered By
[x]			

The Detailed Display includes:

- Current Primary Care information.
- Current Eligibility information.
- Order information.
- Last action information.
- A record of activity.
- All signed notes.
- Information about unsigned notes.
- Notes, Results, and Addenda
- All other text fields associated with the consult.

The consult number can be used to quickly access a specific consult in a variety of situations.

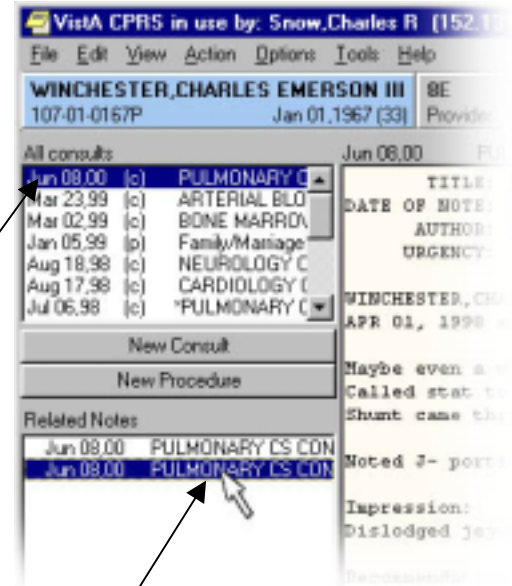
Make Addendum

An Addendum is a *medical* statement by a patient care professional about a specific Note. It differs from a Comment in that it is about medical matters, where Comments, which can be written by anyone, should contain information needed to *administer* the consult.

1. Select the Consult and the Note

a) First click on the consult.

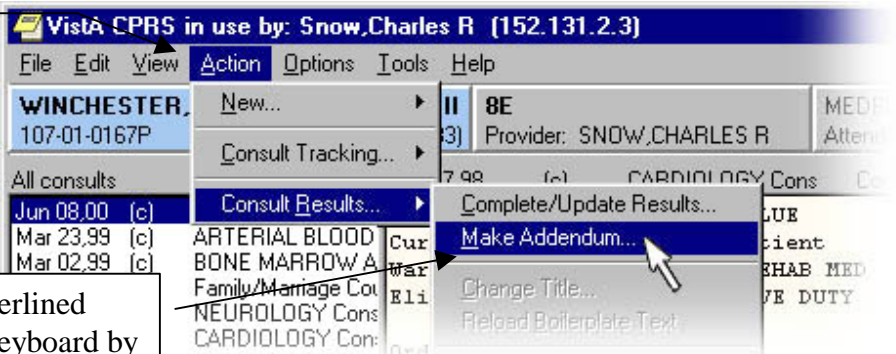
b) Then, if there is more than one note, click on the note.



2. Select Make Addendum

Click on Action, then Consult Results, and then Make Addendum.

Or follow the underlined character on the keyboard by pressing Alt+A (together), then C, and then F.



3. Type the addendum:

The screenshot shows the Vista CPRS interface. The patient is WINCHESTER, CHARLES EMERSON III, born 107-01-0167P. The provider is SNOW, CHARLES R. The addendum is titled 'Addendum to: PULMONARY CS CONSULT (#8123) Jun 08,2000@19: SNOW,CHARLES R'. The text entered in the note field is 'It seems to have suffered no adverse affects from the mishap described in this note.' A callout box points to this text, stating: 'An addendum supplies supplementary information on the patient's condition.' Another callout box points to the 'Templates' button in the bottom left, stating: 'As with other TIU objects, addendum may include boilerplate.' The interface also shows a list of 'All consults' and 'Related Notes'.

4. Save the note:

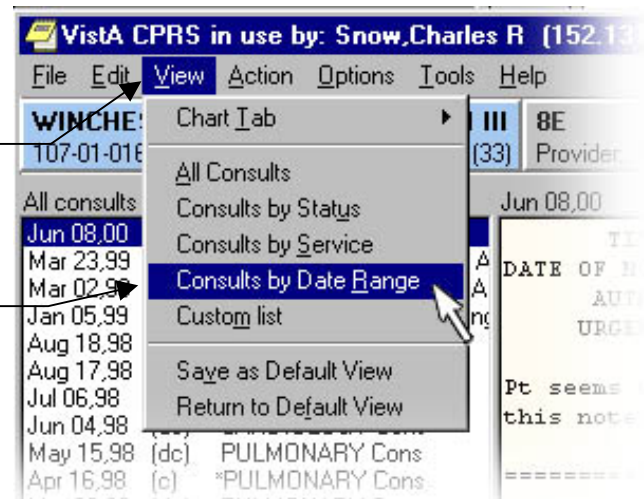
The screenshot shows the Vista CPRS interface with the 'Consult Results...' menu open. The menu options include: 'Complete/Update Results...', 'Make Addendum...', 'Change Title...', 'Reload Boilerplate Text', 'Add to Signature List', 'Delete Progress Note...', 'Edit Progress Note...', 'Save Without Signature', 'Sign Note Now...', 'Identify Additional Signers', and 'Print Note'. A callout box points to the 'Sign Note Now...' option, stating: 'You can save it to finish and sign later.' Another callout box points to the 'Sign Note Now...' option, stating: 'Or you can sign it now.'

New Date Range

1. Select Consults by Date Range:

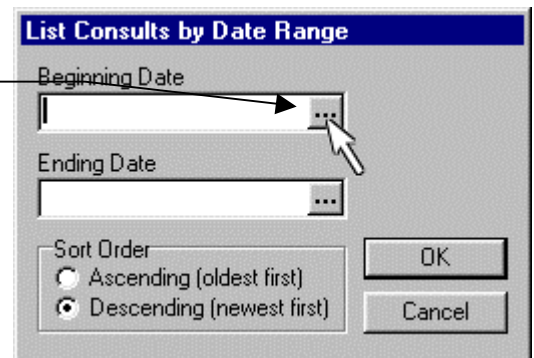
Select it from the View menu.

Or use the keyboard to follow the underlined letters: Alt+V (together) then R.



2. Fill in the List Consults by Date Range Dialog:

Click on this button for a dialog to simplify entering the date.

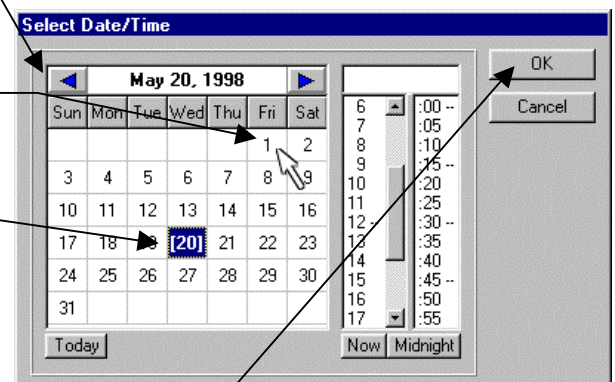


These arrow buttons go up or down the months.

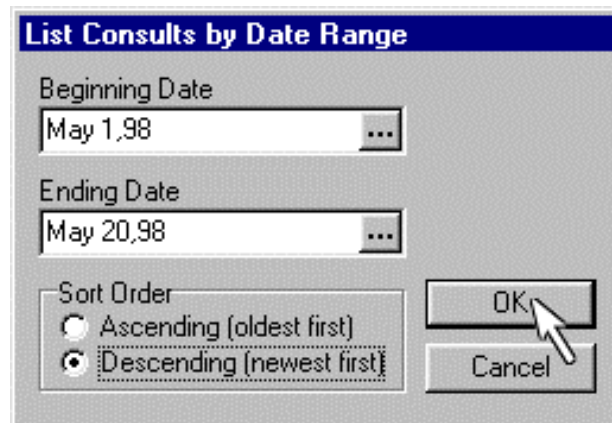
a) Click on the day of the month you want.

Initially, the current date is highlighted.

b) When finished, click OK or press the Enter key.



3. Select OK:



List Consults by Date Range

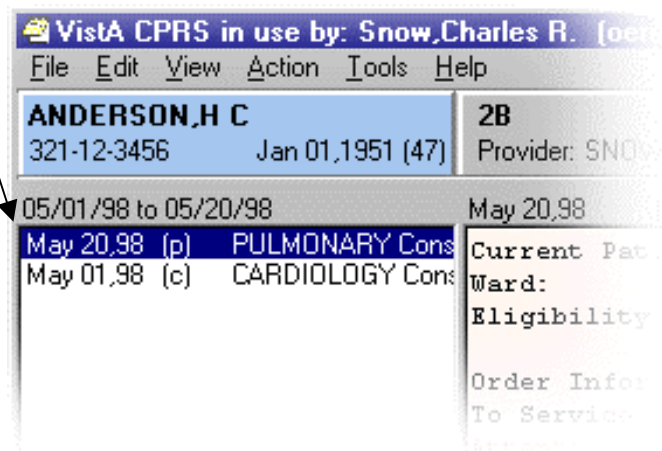
Beginning Date
May 1,98 ...

Ending Date
May 20,98 ...

Sort Order
☐ Ascending (oldest first)
☒ Descending (newest first)

OK
Cancel

After you click
OK only
consults within
the date range
are displayed.



VistA CPRS in use by: Snow, Charles R. [open]

File Edit View Action Tools Help

ANDERSON, H C 2B
321-12-3456 Jan 01,1951 (47) Provider: SNOW

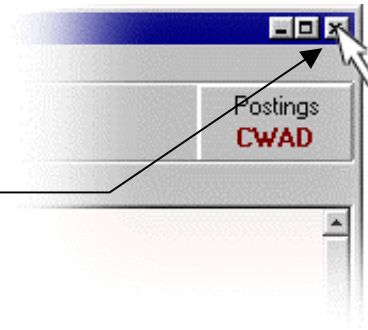
05/01/98 to 05/20/98 May 20,98

Date	Time	Consult Type
May 20,98	(p)	PULMONARY Cons
May 01,98	(c)	CARDIOLOGY Cons

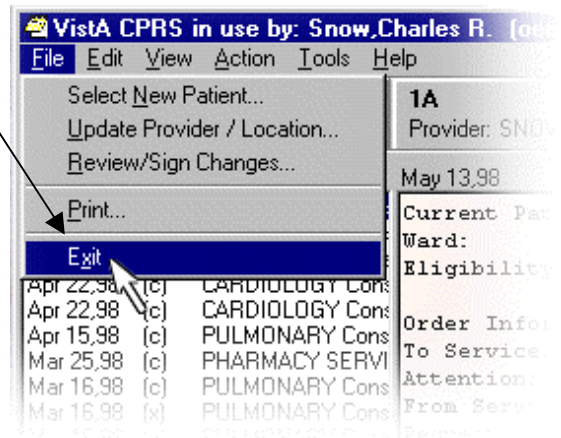
Current Pat.
Ward:
Eligibility
Order Infor
To Service

Quit

The simplest way to quit is to click on the X in the upper right-hand corner of the window.

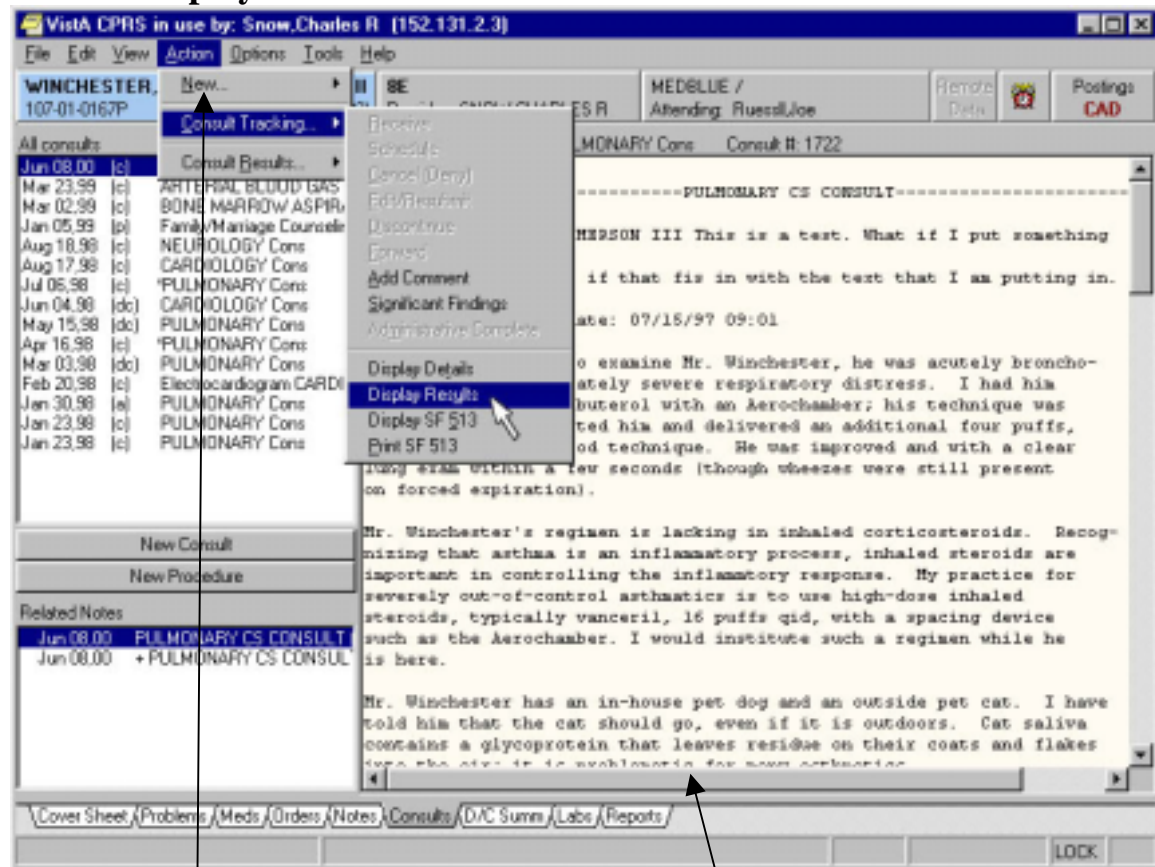


Or you can select Exit from the File menu.



Or you can press the Alt and F4 keys at the same time (Alt+F4).

Results Display



Get the results for the current consult by selecting Action then Consult Tracking then Display Results from the menu bar.

The results display gives only the signed results and addendum making it easier to focus in on the information you need. It also gives author information on unsigned and/or unreleased notes.

Select Consult

a) Click on the consult you want to view or perform an action on.

b) If the consult has more than one note associated with it, that is indicated here.

VistA CPRS in use by: Snow, Charles R. (01

File Edit View Action Tools Help

FEET, SMELL E. **1A A-6**
 466-78-1990 Dec 31, 1951 (46) Provider: SNO

All consults May 20, 98 PULMON

Jun 01, 98 (p)	PULMON
Jun 01, 98 (p)	PULMON
May 27, 98 (a)	PULMON
May 20, 98 (c)	PULMON
Apr 29, 98 (c)	PULMON
Aug 20, 97 (c)	SURGER
Jun 05, 97 (p)	SURGER
Jun 05, 97 (dc)	MEDICIN
May 20, 97 (c)	MEDICIN
Mar 24, 97 (c)	ELECTR
Mar 05, 92 (dc)	MEDICIN

DATE OF NOTE: MAY
 AUTHOR: MCDAN
 URGENCY:

DEMOGRAPHICS: FEET
 466
 46
 DEC

His disposition is
 All this talk about
 couple of days with

/es/ DWIGHT MCDAN
 STAFF PHYSICIAN
 Signed: 05/20/98

Concurrence signed
 JUN 01, 1998@12:00

* AWAITING SIGNATURE

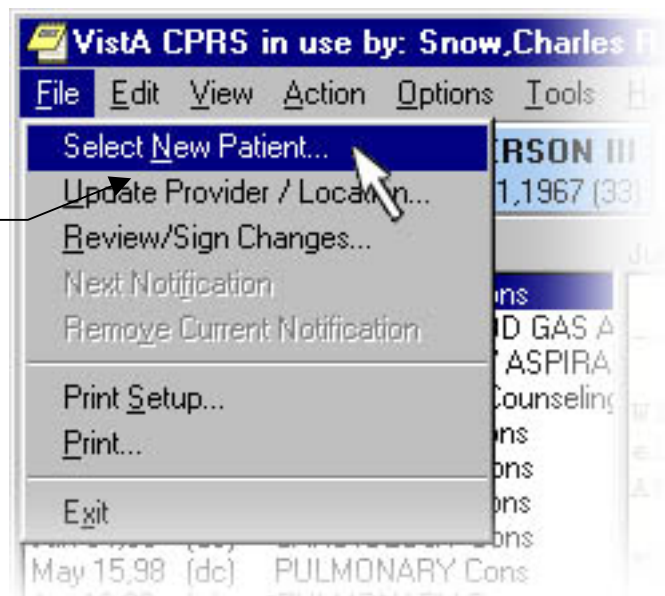
New Consult
 New Procedure
 Related Notes
 May 20, 98 + PULMONARY
May 20, 98 PULMONARY C
 Encounter

Cover Sheet Problems Meds Orders Notes Con

Select New Patient

1. Choose Select New Patient from the File Menu:

Or follow the underlined letter from the keyboard by pressing Alt+F (together) then N.

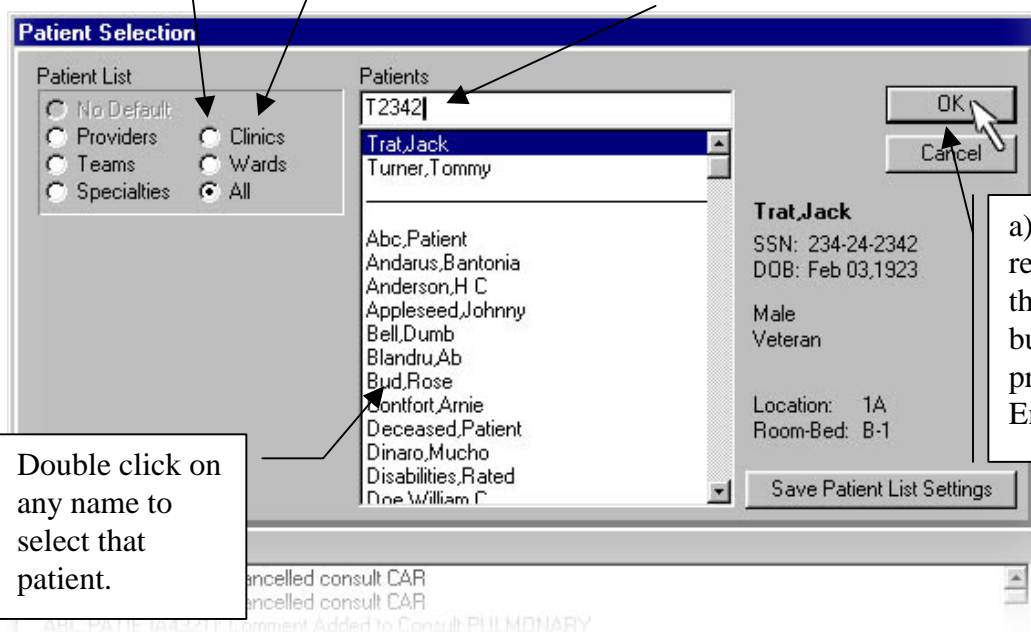


2. Use the Patient Selection Dialog:

Clinics is very useful, it gives today's appointments for a clinic you select.

Click on these radio buttons to change the list of patients.

Type anything here that is allowed in VISTA patient prompts and a list of matches appear directly below.



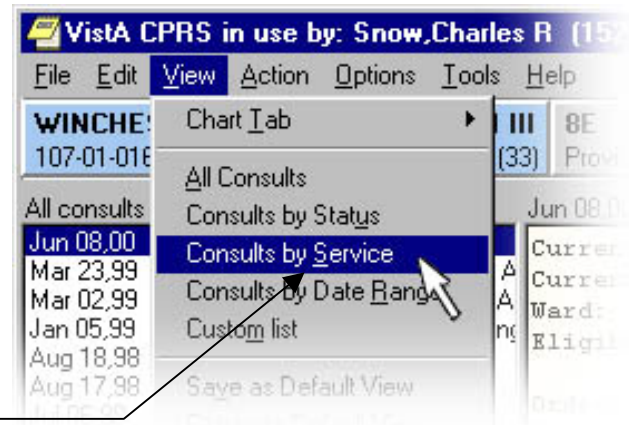
Double click on any name to select that patient.

a) When ready, click the OK button or press the Enter key.

Select Service

1. Select Consults by Service from the View Menu:

Or follow the underlined letters from the keyboard by pressing Alt+V (together) then S.



2. Select the service you want:

Click here to see the rest of the hierarchy

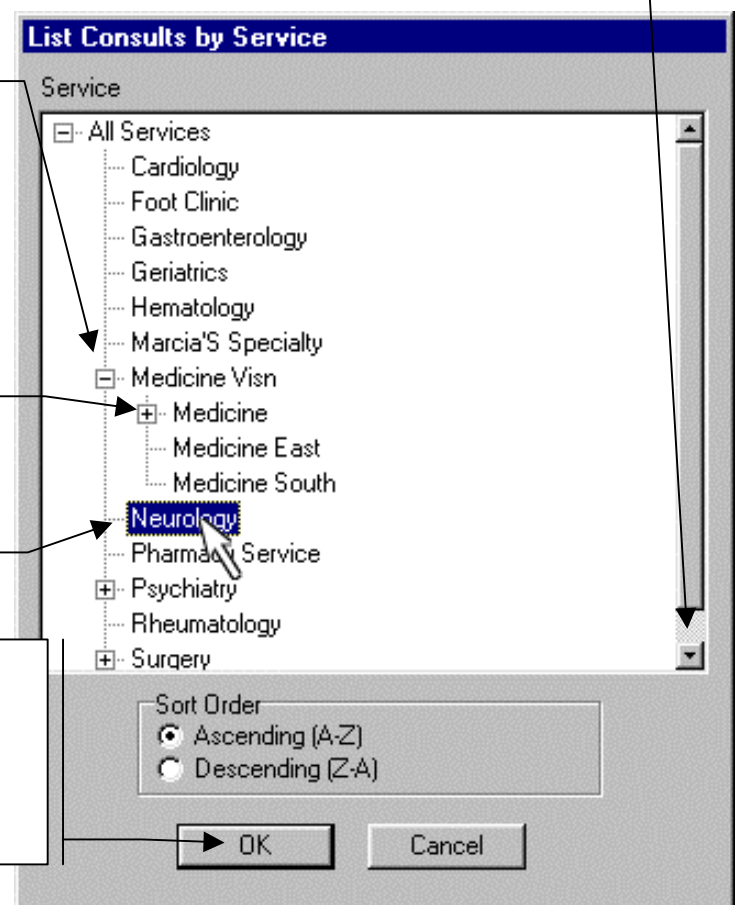
Click on a plus box to expand the hierarchy below it.

Click on a minus box to collapse the hierarchy below it to a single line.

a) Click on the service you want to select.

b) Close by either:

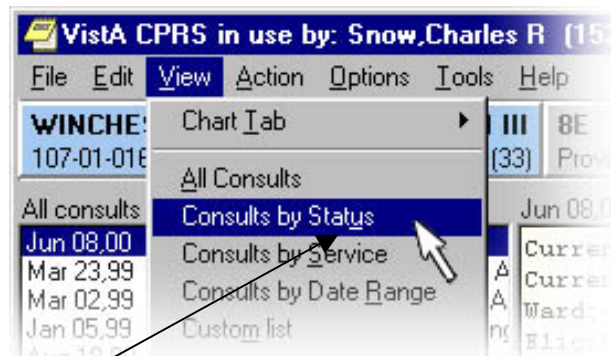
1. Double clicking on the service.
2. Clicking on OK.
3. Pressing the Enter key.



View by Status

1. Select Consults by Status from the View Menu:

Or follow the underlined letters from the keyboard by pressing Alt+V (together) then U.



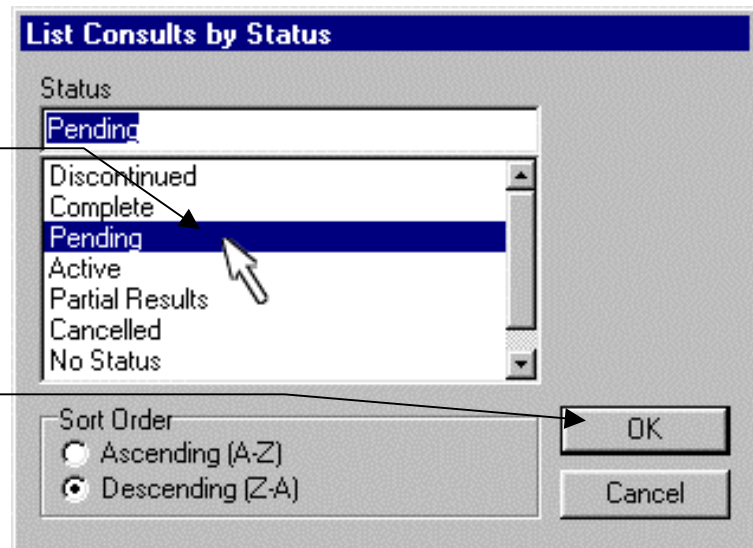
2. Select the status you want from the list:

a) Click on the status you want to see.

b) When finished, click the OK button or press the Enter key.

Hold down the Ctrl key when selecting to select more than one status.

c) Now the list of consults only has ones with the status you selected.



414-14-1414	Jan 01,1961 (37)	Play...
Pending		Dec 09,96
Dec 09,96 (p)	MEDICINE Co	Current P
Dec 20,96 (p)	SURGERY Co	Ward:
Dec 29,97 (p)	PULMONARY	Eligibili:
Jan 22,98 (p)	PULMONARY	Order Inf.
Jan 22,98 (p)	PULMONARY	To Servic
Mar 06,98 (p)	PULMONARY	Attention
		From Ser
		Request

Package Reference

There are three menus, six notifications, and 18 actions that make up the package that is Consults. In the preceding section, **Package Operation**, we discussed a number of these in order to explain how the Consult/Request Tracking package works. In this section, we give each of a descriptions of each of these in turn to provide reference information for you.

General Service User Menu

If you are a Consults user from a service other than Medicine or Pharmacy services, you probably have the GMRC General Service User menu. This menu gives you access to all the basic functionality you need to track Consults for your service.

As a General Service User, you have access to three basic options as shown in this example:

```
Select Consult Service Tracking Option: ?

    CS      Consult Service Tracking
    PC      Service Consults Pending Resolution
    ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
Select Consult Service Tracking Option:
```

Consult Service Tracking Option

The Consult/Request Service Tracking option may be used to:

- Review the latest activity related to a patient's consult/procedure request orders.
- Update or track activities related to a patient's consults.

The menu of actions available to you depends on whether you are a Review Only user or an Update user. The names and the synonyms for each menu action is listed below:

Review Only and Update Actions

ACTION NAME	SYNONYM	GUI Menu Action
Next Screen	+	
Previous Screen	-	
Add Comment	CM	Action Consult Tracking Add Comment
Change Date Range	CV;DT	View Consults by Date Range
Detailed Display	DD	Action Consult Tracking Detailed Display
Redisplay Screen	RD	
Select Patient	SP	File Select New Patient
Select Service	CV;SS	View Consults by Service
Print Form 513	PF	File Print
Quit	Q	File Exit
Results Display	RT	Action Consult Tracking Display Results
View By Status	CV;ST	View Consults by Status

Update Only Actions

ACTION NAME	SYNONYM	GUI Menu Command
Complete (Update)	CT	Action Consult Results Complete/Update Results
Cancel (Deny)	DY	Action Consult Tracking Deny
Discontinue	DC	Action Consult Tracking Discontinue
Forward	FR	Action Consult Tracking Forward
Receive	RC	Action Consult Tracking Receive
Schedule	SC	Action Consult Tracking Schedule
Significant Findings	SF	Action Consult Tracking Significant Findings
Make Addendum	MA	Action Consult Results Make Addendum

Each review screen displayed has a prompt at the bottom of the display screen. This prompt varies according what Consults thinks you are going to do next. Thus it is either “Select Consult:” or “Select Action:” depending on various system

variables. If the prompt is “Select Consult:” you may either select a consult or an action. If the prompt is “Select Action:” you may only select an action. In either case a ? at this prompt provides you with a menu of actions.

Before you use this option, you need to know:

The patient's name or identification.

You may identify a patient by entering information other than the patient's name. Some possibilities are: Social Security Number (SSN), Ward Location, or Room-Bed, at the Select Patient prompt.

The service or specialty.

The default answer at the Select Service/Specialty Tracking prompt is always ALL SERVICES//. The response you make at the prompt determines what action you are able to select. If you accept the ALL SERVICES default, the Review Only actions are the only ones available. Alternatively, a service/specialty could be specified to restrict the number of consults to review. If you are an Update user for the service/specialty you selected, then you have all actions available to you at the action prompt.

An example of the Consult/Request Service Tracking option and default Review Only actions available for use with the option are shown in the following sample dialogue. User responses are in bold.

```
Select Consult Service Tracking Option: ?

    CS      Consult Service Tracking
    PC      Service Consults Pending Resolution
    ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Consult Service Tracking Option: CS Consult/Request Service Tracking
Select Patient: ANDERSON,H C          01-01-51      321123456      YES      SC VET
ERAN

Select Service/Specialty: ALL SERVICES// <Enter> ALL SERVICES
List From Starting Date: ALL DATES// <Enter> ALL
```

Select the Consult/Request Service Tracking option from your menu and enter the name of the patient whose consults/requests you want to review.

At the Select Service/Specialty prompt enter the name of the Service or hierarchy of services the consult was referred to. If consults are available in the service or hierarchy for the patient specified, they are listed as shown in the following display.

CONSULT TRACKING		Feb 13, 1998 13:26:32			Page: 1 of 2	
ANDERSON,H C		321-12-3456	2B	JAN 1,1951 (46)	Wt (lb):	
No.	Date	St	To Service	Procedure		
1	06/19/97	c	*CARDIOLOGY	Electrocardiogram		
2	06/05/97	c	*CARDIOLOGY	Consult		
3	05/25/97	dc	MEDICINE	Consult		
</						

Review Only Actions

Enter ?? at the Select Item(s) prompt to see the complete list of options available to you.

```
Select Consult: Quit// ??

Enter the display number of the item you wish to act on, or select an action.

If you'd like another view of the consults, enter CV.

Status key:
'a' - active          'c' - complete          'dc' - discontinued
'p' - pending         'x' - cancelled         'pr' - partial results
's' - scheduled       'e' - expired

Enter ?? to see a list of actions available for navigating the list.

Press <return> to continue ...
The following actions are also available:
+   Next Screen      RD   Redisplay Screen
-   Previous Screen  UP   Up a Line          CWAD Display CWAD Info
FS  First Screen     DN   Down a Line
LS  Last Screen
GO  Go to Page       PS   Print Screen      SL   Search List
                                EX   Exit
                                PT   Print List

Enter RETURN to continue or '^' to exit:
```

If you are an an update user, the menu of actions includes additional actions such as received, completed, and discontinued.

The help display also includes a key to abbreviations used in consult screens, including the Consult Tracking screen currently under discussion.

Update Select Actions

If you are an Update user, then the Consult Tracking display looks like this:

CONSULT TRACKING		Jul 15, 1997 16:56:36		Page: 1 of 1	
ANDERSON,H C		321-12-3456 2B JAN 1,1951 (46)		Wt (lb):	
No.	Date	St	To Service	Procedure	
1	05/21/97	c	PULMONARY	Consult	
2	05/19/97	a		ELECTROENCEPHALOGRAM	
Enter ?? for more actions					
SP Select Patient	RC Receive	CM Add Comment	DD Detailed Display		
CV Change View ...	FR Forward	CT Complete/Update	RT Results Display		
AD Add New Orders	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
	DC Discontinue	SF Sig Findings			
Select Consult: Quit//					

Each action is described in detail in the **Actions** section of **Package Reference** starting on page 107.

Completion Time Statistics

This report is intended to help hospitals track overall quality of service. High numbers on this report can indicate the presence of bottlenecks in the organization that might need management attention.

In the following example, a report on completion times is printed for Pulmonary Service:

```
Select Consult Service Tracking Option: ?

    CS      Consult Service Tracking
    PC      Service Consults Pending Resolution
    ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Consult Service Tracking Option: ST Completion Time Statistics

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date:  ALL DATES //  ALL DATES
Compiling..
```

```
DAYS TO COMPLETE CONSULT STATS Sep 05, 1997 11:38:16      Page:  1 of  1
Number Of Days To Complete A Consult For Services Statistics.

-----
                        Consult/Request Completion Time Statistics

SERVICE: PULMONARY
FROM: ALL    TO: SEP 5,1997

Total Number Of Consults Completed: 4,976
Mean Days To Complete: 20.6                      Standard Deviation: 10.0
Total INPATIENT Consults: 3,692
Mean Days To Complete: 3.7                        Standard Deviation: 2.6
Total OUTPATIENT Consults: 1,284
Mean Days To Complete: 30.0                      Standard Deviation: 16.7

-----
Enter ?? for more actions
PR  Print Completion Statistics To A Printer.
Select Item(s): Quit//
```

Service Consults Pending Resolution

The purpose of the Service Consults Pending Resolution option is to list the pending and active consults. Use it to stay informed about the overall status of consults for your service.

In the following example, the option is used to view pending and active Pulmonary consults:

```
Select Consult Service Tracking Option: ?

    CS      Consult Service Tracking
    PC      Service Consults Pending Resolution
    ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Consult Service Tracking Option: PC  Service Consults Pending Resolution
Select Service/Specialty: PULMONARY
```

GMRC PENDING CONSULTS			Oct 08, 1997 08:16:39		Page:	1 of	2
SERVICE CONSULTS PENDING RESOLUTION							
To Service: PULMONARY							
Status	Last Action		Request Date	Patient Name		Pt Location	
Pending	ENTERED	IN OE/RR	10/07/97	DINARO,M. (3779)		PULMONARY CLINIC	
Pending	ENTERED	IN OE/RR	10/07/97	SMITH,S. (1462)		PULMONARY CLINIC	
Pending	ENTERED	IN OE/RR	10/07/97	RAMBO,J. (1239)		PULMONARY CLINIC	
Pending	ENTERED	IN OE/RR	05/06/97	HOLMES,S. (5377)			
Pending	COMPLETED		05/06/97	HOLMES,S. (5377)			
Active	ENTERED	IN OE/RR	09/04/97	RUSSELL,D. (4455)		2B	
Active	ENTERED	IN OE/RR	08/21/97	HOOD,R. (2591)		1A	
Active	ENTERED	IN OE/RR	08/21/97	DOE,W. (6572)		1A	
Active	ENTERED	IN OE/RR	08/21/97	ANDERSON,H. (3456)		2B	
Active	ENTERED	IN OE/RR	07/21/97	BUD,R. (1996)		2B	
Active	ENTERED	IN OE/RR	07/16/97	STONE,J. (2432)		1A	
Active	ENTERED	IN OE/RR	05/21/97	ANDERSON,H. (3456)		2B	
Active	ENTERED	IN OE/RR	05/21/97	DOE,W. (6572)		PULMONARY CLINIC	
Active	ENTERED	IN OE/RR	02/03/97	NIVEK,A. (8796)			
Active	ENTERED	IN OE/RR	02/03/97	NIVEK,A. (8796)			
Active	ENTERED	IN OE/RR	01/15/97	HARDY,T. (9600)		1A	
+ Enter ?? for more actions							
SS Select Service							
Select Item(s): Next Screen//							



Note: Someone in your clinic or service should review this list daily to make sure that all consults are being attended to.

Consult Status

The following table gives the statuses that Consults uses, along with their abbreviation, name, and description:

Abbreviation	Name	Description
a	ACTIVE	Orders that are active or have been accepted by the service for processing.
c	COMPLETE	Orders that require no further action by the ancillary service.
dc	DISCONTINUE	Orders that have been stopped prior to expiration or completion.
p	PENDING	Orders that have been placed but not yet accepted by the service filling the order.
pr	PARTIAL RESULTS	All or part of a consult completion report has been entered, but has not yet been signed.
s	SCHEDULED	The receiving clinic has scheduled an appointment for the patient.
x	CANCELLED	Orders that have been rejected by the ancillary service without being acted on.

The following table gives the actions that Consults uses along with the status after the action is performed:

Consult Actions	Status after Action
Entered in CPRS	PENDING
Discontinued	DISCONTINUED
Incomplete Report	PARTIAL RESULTS
Completed	COMPLETE
Edited/Resubmit	PENDING
Schedule	SCHEDULED
Forwarded	PENDING
Canceled	CANCELLED
Added Comment	No change in status
Received	ACTIVE
Printed	No change in status

This table shows actions that are tracked in Consults V. 3.0. Actions that are new with 3.0 are indicated as well as which Consults menu (update or review) initiates the action. If an order status change can result from the action, the new status is shown.

TRACKED ACTION TYPE	New V.3.0	Update Actions	Review Actions	RELATED OE/RR STATUS	Comment
Added Comment		X	X		Review users can add a comment.
Addendum Added To	X	X			Based on adding a signed and released addendum to a completed note via the Complete/Update or Make Addendum action or through TIU actions.
Cancelled	X	X		CANCELLED	This is used in 3.0 replacing the 2.5 Deny action.
Complete/Update		X		COMPLETE or PARTIAL RESULTS	Changed title to imply Complete can be chosen multiple times by clinicians entering results. TIU actions can also cause this tracking action. Includes the one-time Administrative Complete.
CPRS Released Order	Obso- lete				3.0 no longer controls the release of the consult order, CPRS does.
Disassociate Result	X				Currently done through TIU actions. In the future will be used to remove an incorrectly associated note.
Discontinued		X		DISCONTINUED	No longer includes Denied.
Edit Before Release	Obso- lete			UNRELEASED	Moved unreleased consults to Order Entry in CPRS conversion.
Edit/Resubmitted	X			PENDING	Currently only accessible via Cancel alert response.
Entered in CPRS				PENDING	Used in 3.0 to represent a signed/released Consult order from CPRS.
Forwarded From		X		PENDING	
Incomplete RPT				PARTIAL RESULTS	Status name has changed from Incomplete RPT. Based on Complete/Update action, and/or TIU actions, if the first consult note is not completed.
New Note Added	X			PARTIAL RESULTS/ COMPLETE	Based on Complete/Update action and/or TIU actions.

Consult Action/Status Overview (Continued)

TRACKED ACTION TYPE	New V.3.0	Update Actions	Review Actions	RELATED OE/RR STATUS	Comment
Printed to					Based on the original order being signed and released, forwarded, and edit/resubmitted. The SF 513 printed at the Service is accomplished with the Consult package hard-coded format. (OE/RR print templates cannot include results.)
Received				ACTIVE	
Schedule	X	X		ACTIVE	The Schedule action does not actually schedule an appointment or link to the scheduling package. It does allow a convenient way to annotate a consult after an appointment has been scheduled by some other means.
Service Entered				ACTIVE	Currently unavailable.
Sig Finding Update	X	X			May be used independently from Administrative Complete action from 2.5.
Status Change	X			ACTIVE	Used by TIU when a note is disassociated from a consult and there are no other results associated with the it.
Unknown Action	X			NO STATUS	Used in displays if action is unknown.

Actions

Brief Action Descriptions

Review Only Actions

- DD** The *Detailed Order Display* action displays specific order activities and details, audit/tracking trails and results.
- CT** The *New Date Range* allows you to change date range while in the Consult Tracking screen. This date range change does not change the patient or require you to select a new patient. It is a subordinate action to Change View (CV).
- CV** The *Change View* action gives you the capability to view consults by Service, Status, or Date Range. This is done by adding the modifying action to CV as such: CV;SS for Select Service. CV;ST for View by Status. CV;DT for New Date Range.
- PF** The **Print Form** action produces a copy of SF 513.
- RT** The *Results Display* action displays the results of the consult or procedure request order.
- SP** The *Select New Patient* action allows you to select a new patient's name at any time, while using this option, rather than having to log out of the option and log back in.
- SS** The *Select Service* action allows you to select a different service/specialty in which to review orders. It is a subordinate action to Change View (CV).
- ST** The **View by Status** action allows you to select one or more statuses to display on the screen. It is a subordinate action to Change View (CV).
- Q** The *Quit* action exits all Consults options.

Update Actions

- CM** This action synonym may be entered at the Select prompt if the Service/Specialty wishes to add a *Comment* to an existing consult order. An example is a comment indicating that the requesting clinician wants a HOLD put on an order that has already been Received and is active in a Service/Specialty.

- CT** The ***Complete Request*** action updates the CPRS status of a consult from Active to Completed. When the patient's consult review screen is displayed again, both the consult's current status and the Last Activity field will be updated to indicate that the consult's new current status is Completed.
- Complete Request also links you to TIU so that you can enter findings.
- CX** The ***Cancel (or Deny) Request*** action may be used by Service personnel to deny a request for completion of a consult/procedure received by their Service. A comment concerning the reason for denial must added when using this action.
- DC** The ***Discontinue Order*** action allows Service/Specialty personnel to change an order's current status and Last Activity field to Discontinued. In addition, a comment may be added concerning the reason for discontinuance.
- FR** Entering the ***Forward Request*** allows you to forward a consult or request to any other Service/Specialty, provided that Service/Specialty has been set up by IRM personnel to receive consults on line. As an example, this action could be used when Cardiology Service has mistakenly received a consult that should have been sent to Hematology Service.
- MA** The ***Make Addendum*** action allows one or more people to add their comments to the results of a consult. Contrast this to Add Comment, which adds a note to the consult.
- RC** The ***Received Request*** action is used by a Service/Specialty to acknowledge receipt of a new consult/request in the Service and to update the current CPRS status of the consult/request to Active rather than Pending. The Last Activity field on the patient's review screen will also be updated to indicate that the consult was Received.
- SC** The ***Schedule*** action can be used by a Service/Specialty to annotate a consult that an appointment has been scheduled for the patient. (It does not schedule an appointment or link to the Scheduling Package.)
- SF** The ***Significant Findings*** action is used by a Service/ Specialty to mark a consult has having significant findings. When the Sig Findings flag is set to "Y" an asterisk is placed next to the consult in the review display.



Note: Actions that require you to select an existing order can be done in one of two ways:

Select the action.
Select the order.

Or

Select the order.
Select the action.

The actions that are affected by this are:

DD	Detailed Order Display
CM	Comment Order
CT	Complete Request
DC	Discontinue Order
CY	Deny Request
FR	Forward Request
RC	Received Request
SC	Schedule

Add Comment (CM) Action

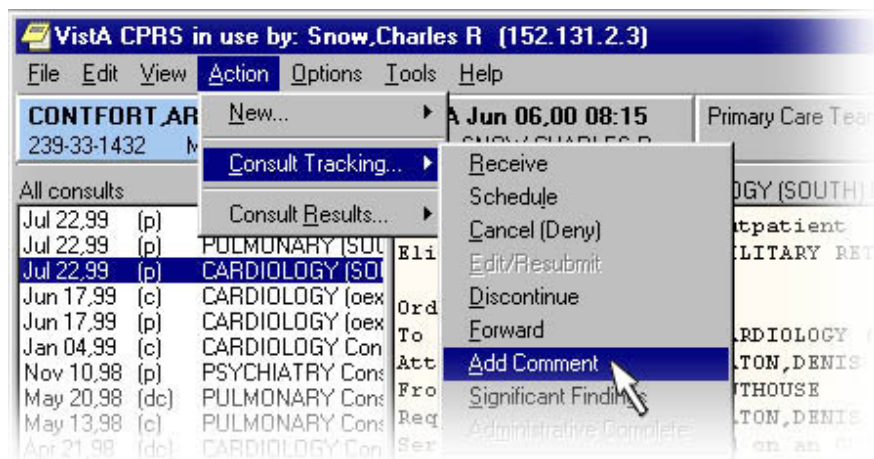
The Add Comment action allows you to append a comment to a consult order when important information about the consult needs to be added to the original order or when a caregiver needs to furnish information before the consult is ready to be closed out.

The Add Comment action can be performed by any user.

To use the Comment Order action from Windows:

From the Consults tab, highlight the consult you want to add a comment to.

Select Action|Consult Request|Add Comment.



1. Type the comment.
2. Select the **Send Alert** check box.
3. Select individuals you want to receive a notification.
4. Choose **OK**.
5. Choose **OK** again.

Cancel (or Deny) Consult

The Cancel action is one of several options the receiving clinic or service uses to process a request (see **Forward the Consult** under **Work Flow** page 40).

The originating clinician is automatically sent an alert that the request has been denied.

This action is provided for all update options in the Consults package. Example:

```
Select Consult Management Option: CS Consult Service Tracking
Select Patient: NIVEK,ALPHA NIVEK,ALPHA      12-04-49      234438796      SC
VETERAN

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date:  ALL DATES // <Enter> ALL DATES
```

CONSULT TRACKING			Jun 19, 1997 04:21:18		Page: 1 of 1
NIVEK,ALPHA			234-43-8796	1A DEC 4,1949 (47)	Wt (lb):
No.	Date	St	To Service	Procedure	
1	02/03/97	a	PULMONARY	Consult	
2	02/03/97	a	PULMONARY	Consult	
3	02/03/97	c	*PULMONARY	Consult	
4	02/03/97	c	*PULMONARY	Consult	
5	01/09/97	c	PULMONARY	UGI	
6	09/06/96	dc	PULMONARY	ECHO	
7	03/05/92	dc	PULMONARY	Electrocardiogram	
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update	RT Results Display
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	PF Print Form 513
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select: Quit// CX		Cancel (Deny)			

```
CHOOSE No. 1-2: 2
Responsible Clinician: SNOW,CHARLES R.      CRS      PHYSICIAN
Date/Time of Actual Activity: NOW// <Enter> (JUN 19, 1997@04:21)
Enter COMMENT:
  1>Duplicate Consult
  2> <Enter>
EDIT Option: <Enter>
```

(Continued on next page.)

Package Reference

CONSULT TRACKING		Jun 19, 1997 04:22:02		Page: 1 of 1	
NIVEK,ALPHA		234-43-8796	1A	DEC 4,1949 (47)	Wt (lb):
No.	Date	St	To Service	Procedure	
1	02/03/97	a	PULMONARY	Consult	
2	02/03/97	x	PULMONARY	Consult	
3	02/03/97	c	*PULMONARY	Consult	
4	02/03/97	c	*PULMONARY	Consult	
5	01/09/97	c	PULMONARY	UGI	
6	09/06/96	dc	PULMONARY	ECHO	
7	03/05/92	dc	PULMONARY	Electrocardiogram	
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update	RT Results Display
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	PF Print Form 513
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select: Quit//					

Change View (CV) Action

The Change View action is really three different actions packaged into one. They are:

- View by Status (ST)
- Change Date Range (DT)
- Select Service (SS)

Enter the CV action followed by one of these three options. You can do this as two different entries, or you can put both commands on the same line separated by a semicolon, like this: CV;DT

In the following example we use the CV action to display selected statuses:

With this action you can selectively display consults on the Consult Tracking screen base on the consult's status. In the following example, the display is changed to view only consults with a status of Pending or Discontinued. For a list of consult statuses and their meanings, see page 104.

CONSULT TRACKING			Jul 30, 1997 09:21:02	Page: 1 of 2
ANDERSON,H C			321-12-3456 2B JAN 1,1951 (46)	Wt (lb):
No.	Date	St	To Service	Procedure
1	07/21/97	p	CARDIOLOGY	Electrocardiogram
2	07/21/97	p	CARDIOLOGY	Electrocardiogram
3	07/17/97	p	NEUROLOGY	Consult
4	06/19/97	c	*CARDIOLOGY	Electrocardiogram
5	06/05/97	c	*CARDIOLOGY	Consult
6	05/25/97	dc	MEDICINE	Consult
7	05/21/97	c	PULMONARY	Consult
8	05/19/97	p	SURGERY	Consult
9	05/19/97	a		ELECTROENCEPHALOGRAM
10	05/19/97	p	CARDIOLOGY	Consult
11	03/17/97	p	SURGERY	Consult
12	01/27/97	c	CARDIOLOGY	Consult
+ Enter ?? for more actions				
SP Select Patient		DD Detailed Display		PT Print SF 513
CV Change View ...		RT Results Display		
Select Consult: Next Screen// CV Change View ...				

DT Date Range
ST Status
SS Service

Only Display Consults With Status of: All Status's// p Pending
Another Status to display: s Scheduled
Another Status to display: a Active
Another Status to display: <Enter>

(Continued on the next page.)

Package Reference

CONSULT TRACKING		Jul 30, 1997 09:21:10		Page: 1 of 1	
ANDERSON,H C		321-12-3456	2B	JAN 1,1951 (46)	Wt (lb):
No.	Date	St	To Service	Procedure	
1	07/21/97	p	CARDIOLOGY	Electrocardiogram	
2	07/21/97	a	CARDIOLOGY	Electrocardiogram	
3	07/17/97	p	NEUROLOGY	Consult	
4	05/25/97	s	MEDICINE	Consult	
5	05/19/97	p	SURGERY	Consult	
6	05/19/97	p	CARDIOLOGY	Consult	
7	03/17/97	p	SURGERY	Consult	
8	01/27/97	p	CARDIOLOGY	Consult	
9	01/24/97	a	CARDIOLOGY	Consult	
10	01/07/97	p	PSYCHIATRY	Consult	
Enter ?? for more actions					
SP Select Patient			DD Detailed Display	PT Print SF 513	
CV Change View ...			RT Results Display		
Select Consult: Quit//					

Complete Request (CT) Action

The Complete Request action which updates a consult order's CPRS status to completed (c).

Using the CT action informs the system that you are completely finished with a consult or procedure. An alert is sent to the originating physician and marks the record of the consult as complete.

Finally, the Complete action links you to TIU so that you can enter results. See page 43 for an example of this feature.

Deny Request (DY) Action

The Deny Request action has been subsumed by the Cancel action. See Cancel (CX) Action on page 111.

Detailed Order Display (DD) Action

The Detailed Order Display action provides a list of all consult information contained in the computer file.

Example:

```
Select Consult Management Option: CS Consult Service Tracking
Select Patient: NIVEK,ALPHA NIVEK,ALPHA      12-04-49      234438796      SC
VETERAN

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date:  ALL DATES // <Enter> ALL DATES
```

CONSULT TRACKING			Nov 01, 1997 13:55:32	Page: 1 of 1	
BUD,ROSE			355-67-1996 2B	MAR 5,1949 (48)	Wt (lb):
No.	Date	St	To Service		Procedure
1	11/01/97	c	PULMONARY		Consult
2	10/28/97	a	<MEDICINE EAST>		Consult
3	07/21/97	c	PULMONARY		Pulmonary Function Test
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update	RT Results Display
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	PF Print Form 513
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select:Quit// DD		Detail Display			

Select Consult Number: 1

You can do just the opposite of the example above, i.e. you can select a consult first then type the action DD. The result is the same.

(Continued on next page.)

Package Reference

CONSULTS DETAILED DISPLAY		Nov 01, 1997 13:55:42		Page: 1 of 5	
CONSULT DETAILED DISPLAY		Consult No.: 675			
BUD,ROSE	355-67-1996	DOB: MAR 5,1949 (48)	Wt. (lb): No Entry		
Current Inpatient/Outpatient: Inpatient					
Ward:	2B				
Eligibility:	SC VETERAN				
To Service:	PULMONARY				
From Service:	MEDICINE				
Reason For Request:	Pt experiences shortness of breath when out of bed.				
Status:	COMPLETE				
ATTENTION:	SNOW,CHARLES R.				
Place:	Bedside				
Urgency:	Routine				
Request Activity	Date/Time	Ordering Clinician	Entered By		
	11/01/97 10:13	ARCENEUX,CHARLES	ARCENEUX,CHARLES		
RECEIVED	11/01/97 10:15	ARCENEUX,CHARLES	ARCENEUX,CHARLES		
+ Enter ?? for more actions					
Select Action:Next Screen// <Enter>					

CONSULTS DETAILED DISPLAY		Nov 01, 1997 14:00:20		Page: 2 of 5	
CONSULT DETAILED DISPLAY		Consult No.: 675			
BUD,ROSE	355-67-1996	DOB: MAR 5,1949 (48)	Wt. (lb): No Entry		
+ Enter ?? for more actions					
COMPLETED	11/01/97 10:17	ARCENEUX,CHARLES	ARCENEUX,CHARLES		
----- TIU CONSULT REPORT -----					
Source Information					
Reference Date: NOV 01, 1997@10:15:35		Author: ARCENEUX,CHARLES			
Entry Date: NOV 01, 1997@10:15:35		Entered By: CA			
Expected Signer: ARCENEUX,CHARLES		Expected Cosigner: None			
Urgency: None		Document Status: COMPLETED			
Line Count: 21		TIU Document #: 2330			
Subject: None					
Associated Problems No linked problems.					
Edit Information					
Edit Date: NOV 01, 1997@10:17:23		Edited By: ARCENEUX,CHARLES			
+ Enter ?? for more actions					
Select Action:Next Screen// <Enter>					

(Continued on next page.)

CONSULTS DETAILED DISPLAY	Nov 01, 1997 14:02:13	Page: 3 of 5
CONSULT DETAILED DISPLAY		Consult No.: 675
BUD,ROSE 355-67-1996	DOB: MAR 5,1949 (48)	Wt. (lb): No Entry
+		
Reassignment History Document Never Reassigned.		
Signature Information		
Signed Date: NOV 01, 1997@10:17:35	Signed By: ARCENEUX,CHARLES	
	Signature Mode: ELECTRONIC	
Cosigned Date: None	Cosigned By: None	
	Cosignature Mode: None	
Document Body		
At the time I went to examine the pt, he was acutely broncho-spastic and in moderately severe respiratory distress. I had him deliver a puff of albuterol with an Aerochamber; his technique was poor. I then instructed him and delivered an additional four puffs, which he did with good technique. He was improved and with a clear lung exam within a few seconds (though wheezes were still present		
+ Enter ?? for more actions		
Select Action:Next Screen// <Enter>		

CONSULTS DETAILED DISPLAY	Nov 01, 1997 14:03:47	Page: 4 of 5
CONSULT DETAILED DISPLAY		Consult No.: 675
BUD,ROSE 355-67-1996	DOB: MAR 5,1949 (48)	Wt. (lb): No Entry
+		
on forced expiration).		
The pt regimen is lacking in inhaled corticosteroids. Recognizing that asthma is an inflammatory process, inhaled steroids are important in controlling the inflammatory response. My practice for severely out-of-control asthmatics is to use high-dose inhaled steroids, typically vanceril, 16 puffs qid, with a spacing device such as the Aerochamber. I would institute such a regimen while he is here.		
The pt has an in-house pet dog and an outside pet cat. I have told him that the cat should go, even if it is outdoors. Cat saliva contains a glycoprotein that leaves residue on their coats and flakes into the air; it is problematic for many asthmatics.		
The purulent phlegm asthmatics have during exacerbations is usually		
+ Enter ?? for more actions		
Select Action:Next Screen// <Enter>		

(Continued on the next page.)

Package Reference

CONSULTS DETAILED DISPLAY	Nov 01, 1997 14:07:36	Page: 5 of 5
CONSULT DETAILED DISPLAY	Consult No.: 675	
BUD,ROSE	355-67-1996	DOB: MAR 5,1949 (48) Wt. (lb): No Entry
+		
due to the eosinophils, not from infection. Antibiotics are usually not necessary.		
If you like, you may refer Mr. Bud to my clinic after discharge.		
===== END =====		
Enter ?? for more actions		
Select Action:Quit//		

Discontinue Order (DC) Action

The Discontinue Order (DC) action is used by clinical personnel to stop discontinue a consult/procedure request after it has been signed.

In the example below, the Discontinue Order action is used to cancel a duplicate order:

```
Select OPTION NAME:  GMRC MGR          Consult Management      menu
Select Consult Management Option: cs  Consult Service Tracking
Select Patient:  NIVEK,ALPHA NIVEK,ALPHA          12-04-49      234438796      SC
VETERAN

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date:  ALL DATES // <Enter> ALL DATES
```

CONSULT TRACKING		Jun 19, 1997 09:31:19		Page: 1 of 1	
NIVEK,ALPHA		234-43-8796	1A	DEC 4,1949 (47)	Wt (lb):
No.	Date	St	To Service	Procedure	
1	02/03/97	dc	PULMONARY	Consult	
2	02/03/97	a	PULMONARY	Consult	
3	02/03/97	c	*PULMONARY	Consult	
4	02/03/97	c	*PULMONARY	Consult	
5	01/09/97	c	PULMONARY	UGI	
6	09/06/96	dc	PULMONARY	ECHO	
7	03/05/92	dc	PULMONARY	Electrocardiogram	
Enter ?? for more actions					
SP Select Patient	RC Receive	CM Add Comment	DD Detailed Display		
CV Change View ...	FR Forward	CT Complete/Update	RT Results Display		
AD Add New Orders	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
	DC Discontinue	SF Sig Findings			
Select Consult: Quit// DC Discontinue					

```
CHOOSE No. 1-7: 2
Responsible Clinician: SNOW,CHARLES R.      CRS      PHYSICIAN
Date/Time of Actual Activity: NOW// <Enter> (JUN 19, 1997@09:31)
Enter COMMENT:
  1>Duplicate
  2> <Enter>
EDIT Option: <Enter>
```

(Continued on next page.)

Package Reference

CONSULT TRACKING		Jun 19, 1997 09:31:58			Page: 1 of 1
NIVEK,ALPHA		234-43-8796	1A	DEC 4,1949 (47)	Wt (lb):
No.	Date	St	To Service	Procedure	
1	02/03/97	dc	PULMONARY	Consult	
2	02/03/97	dc	PULMONARY	Consult	
3	02/03/97	c	*PULMONARY	Consult	
4	02/03/97	c	*PULMONARY	Consult	
5	01/09/97	c	PULMONARY	UGI	
6	09/06/96	dc	PULMONARY	ECHO	
7	03/05/92	dc	PULMONARY	Electrocardiogram	
Enter ?? for more actions					
SP Select Patient	RC Receive	CM Add Comment	DD Detailed Display		
CV Change View ...	FR Forward	CT Complete/Update	RT Results Display		
AD Add New Orders	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
	DC Discontinue	SF Sig Findings			
Select Consult: Quit//					

Forward Request (FR) Action

Entering the Forward Request allows you to forward a consult or request to any other Service/Specialty, provided that Service/Specialty has been set up by IRM personnel to receive consults online. Thus the decision by the referring clinician regarding who should receive the consult can be modified by the receiving Service/Specialty. This action is available from both the CPRS screen and the Consult/Request Alerts screen.

If a request needs to be forwarded to a clinic that is not a sub-service of your clinic, the FR (Forward Request) action should be used. This action is discussed in the **Forward the Consult** section under **Work Flow** on page 40.

Make Addendum (MA) Action

The Make Addendum action allows one or more people to add their comments to the results of a consult. Contrast this to Add Comment, which adds a note to the consult before it is resulted.

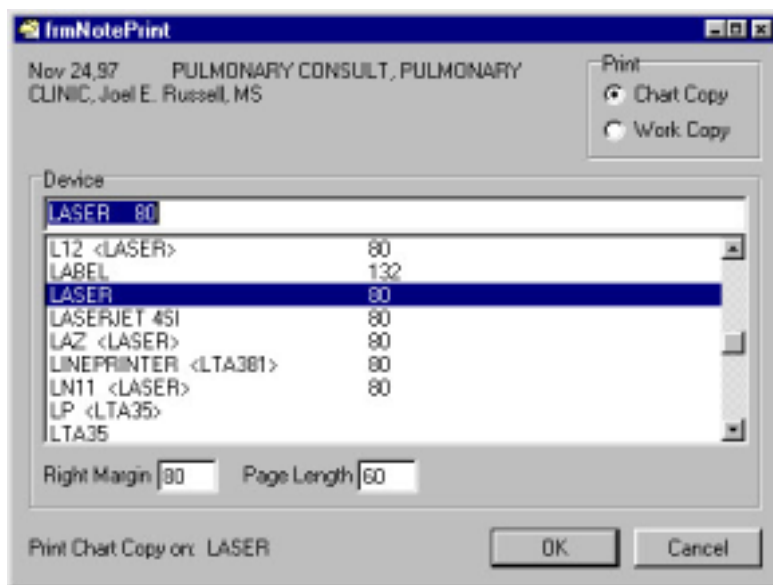
There is an example of Make Addendum in the Windows section on page 85.

Print Form (PF) Action

With the Print Form Action, you can print either a chart or working copy of the consult form. To use this action from the Windows interface, follow these steps:

From the Consults tab, select the consult you want to print.

Select File | Print Form.



Select the printer you want the form to come out on.

Choose Chart Copy or Work Copy.

Choose OK.

For an example of the Print Form option as used from the List Manager interface, see page 45.

Print Screen Contents (PS) Action

This option prints the information that is on the screen. The output is not exactly a screen image, as it does not include the prompt area at the bottom of the screen.

To print the entire contents of a consult request, use the Print Form (PF) action.

Example:

CONSULTS DETAILED DISPLAY		Jun 20, 1997 10:40:56	Page: 1 of 2
CONSULT DETAILED DISPLAY		Consult No.: 208	
NIVEK,ALPHA	PULMONARY	DOB: DEC 4,1949 (47)	Wt. (lb): No Entry
Current Inpatient/Outpatient: Inpatient			
Ward:	1A		
Eligibility:	SC VETERAN		
To Service:	PULMONARY		
From Service:			
Provisional Diagnosis: Broken interface with CPRS.			
Reason For Request: Checking action of DY (denying) a consult as to			
DC (discontinuing) a consult.			
Status:	DISCONTINUED		
Urgency:	SWITCH BED		
Request Activity	Date/Time	Ordering Clinician	Entered By
ENTERED IN OE/RR	03/05/97 16:09	MCDANIEL,DWIGHT	MCDANIEL,DWIGHT
//			
Forwarded From MEDICINE			
+ Enter ?? for more actions			
Select Action:Next Screen// ps PS			

DEVICE: HOME// laser PRINTER ROOM LN11 12 PITCH
DO YOU WANT YOUR OUTPUT QUEUED? NO// (NO)

Quit (Q) Action

Enter the Quit (Q) action at the last Select prompt to quit using your Consults option.

Users may enter Q to Quit or ^ to Exit the option at anytime.

Receive Request (RC) Action

Performing the Receive action on a consult changes its status from Pending to Active. This puts your clinic on record as accepting responsibility for completing the consult.

On page 42 we give an example of receiving a consult from a consult tracking screen. This is an example of receiving a consult from a notification alert:

```

You have PENDING ALERTS
      Enter  "VA   VIEW ALERTS      to review alerts

Select OE/RR Manager Menu Option: VA View Alerts

1.  HOLMES,DA (H5377): New Consult/Request ( )
2.  HARDY,THO (H9600): New Consult/Request (Today)
4.  ANDERSON, (A3456): Consult/Request DENIED Consult
      Select from 1 to 6
      or enter ?, A I, F, P, M, R, or ^ to exit: 1
  
```

Consult/Request Alerts		Feb 13, 1998 13:34:56		Page: 1 of 1	
HOLMES,DAVID		111-34-5377		MAR 5,1902 (94) Wt (lb): NF	
Number	Date	Stat	Service	Procedure	
187	02/14/97	p	NEUROLOGY	Consult	
Enter ?? for more actions					
SP Select Patient	FR Forward	CT Complete/Update	RT Results Display		
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
RC Receive	DC Discontinue	SF Sig Findings			
SC Schedule	CM Add Comment	DD Detailed Display			
Select: Quit// RC Receive Request					

```

Who received it?: SNOW,CHARLES R CRS
Date/Time Actually Received: NOW// (FEB 13, 1998@13:36)
(Continued on the next page.)
  
```


Package Reference

Consult/Request Alerts		Feb 13, 1998 13:36:52		Page: 1 of 1	
HOLMES,DAVID		111-34-5377		MAR 5,1902 (94) Wt (lb): NF	
Number		Date	Stat	Service	Procedure
187		02/14/97 a		NEUROLOGY	Consult
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update	RT Results Display
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	PF Print Form 513
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select: Quit//					

Results Display (RT) Action

The Results Display (RT) action allows you to review results of any consult/request for a patient.

The following is an example of the report displayed when you select the RT action:

```

                                C S L T   R E S U L T S   D I S P L A Y
LATHAM,RUSTY      333-22-1111      1A A-2      MAR 3,1922 (70)
----- ELECTROCARDIOGRAM SUMMARY REPORT -----
DIAGNOSIS
  Interpretation Code (rhythm):  SINUS TACHYCARDIA
  Interpretation Code (config):  ABNORMAL ECG
INDICATIONS
  Type OF EKG:                  STAT RETRIEVAL
SUMMARY
  Summary:                      ABNORMAL
  Summary procedure:            Sinus rhythm has replaced atrial flutter
Press return to continue or "^" to escape  <Enter>
```

Schedule (SC) Action

The Schedule action is similar to the Receive (RC) action in that it changes the status of a consult. There is no interface with the Scheduling Package at this time. This action is intended only for annotational purposes.

Unlike the Receive action, this action sends an alert. You can use this alert to inform the requestor of the date and time of the appointment.

In the following example we change the status of a consult from “p” pending to “s” scheduled:

CONSULT TRACKING		Jun 08, 2000 21:14:16		Page: 1 of 1	
BABBIT,VERONA 448-66-8831		2B M		APR 3,1964 (36) <AD>	
Wt.(lb): 200					
	Requested	St	No.	Consult/Procedure Request	
1	07/22/99	p	1561	EXERCISE TOLERANCE TEST CARDIOLOGY Proc	
2	05/20/99	p	1470	CARDIOLOGY (oex) CARDIOLOGY Cons	
3	04/13/99	c	1437	CARDIOLOGY (oex) CARDIOLOGY Cons	
4	04/01/99	c	1429	CARDIOLOGY (oex) CARDIOLOGY Cons	
5	02/26/99	c	1406	CARDIOLOGY Cons	
6	01/05/99	c	1312	CARDIOLOGY Cons	
7	01/04/99	c	1290	*CARDIOLOGY Cons	
8	12/18/98	c	1252	CARDIOLOGY Cons	
9	12/14/98	c	1234	CARDIOLOGY Cons	
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update	
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select: Quit//SC		Schedule			

```

CHOOSE No. 1-9: 2
Who scheduled it?: snow SNOW, CHARLES R          CRS          PHYSICIAN
Enter COMMENT...
  1>9:30 pm Jun 23 in Bldg 4
  2> <Enter>
EDIT Option: <Enter>
Do You Wish To Send An Alert With This Comment? N// Y YES
Send Alert To Requesting Provider ARSENAULT, CURTIS? N// Y YES
Send Alert to: <Enter>
Processing Alerts...

```

(Continued on the next page.)

Package Reference

CONSULT TRACKING			Jun 08, 2000 21:16:45		Page: 1 of 1	
BABBIT,VERONA		448-66-8831	2B M		APR 3,1964 (36) <AD>	
Wt.(lb): 200						
	Requested	St	No.	Consult/Procedure Request		
1	07/22/99	p	1561	EXERCISE TOLERANCE TEST CARDIOLOGY Proc		
2	05/20/99	s	1470	CARDIOLOGY (oex) CARDIOLOGY Cons		
3	04/13/99	c	1437	CARDIOLOGY (oex) CARDIOLOGY Cons		
4	04/01/99	c	1429	CARDIOLOGY (oex) CARDIOLOGY Cons		
5	02/26/99	c	1406	CARDIOLOGY Cons		
6	01/05/99	c	1312	CARDIOLOGY Cons		
7	01/04/99	c	1290	*CARDIOLOGY Cons		
8	12/18/98	c	1252	CARDIOLOGY Cons		
9	12/14/98	c	1234	CARDIOLOGY Cons		
Enter ?? for more actions						
SP Select Patient		FR Forward		CT Complete/Update	RT Results Display	
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	PF Print Form 513	
RC Receive		DC Discontinue		SF Sig Findings		
SC Schedule		CM Add Comment		DD Detailed Display		
Select: Quit//						

Select New Patient (SP) Action

This option allows you to change patients at any time.

Example:

CONSULT TRACKING		Jun 20, 1997 14:44:26		Page: 1 of 1	
HOOD,ROBIN		603-04-2591 1A		APR 25,1931 (66) Wt (lb): 178	
No.	Date	St	To Service	Procedure	
1	05/19/97	p	PULMONARY	Consult	
2	03/05/97	dc		Consult	
3	12/09/96	a	PULMONARY	Consult	
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update RT Results Display	
CV Change View ...		CX Cancel (Deny)		MA Make Addendum PF Print Form 513	
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select: Quit// SP		New Patient			

Select Patient: andERSON,H C	01-01-51	321123456	YES	SC VET
ERAN				
Select Service/Specialty: ALL SERVICES// PULMONARY				
List From Starting Date: ALL DATES // <Enter> ALL DATES				

(Continued on the next page.)

Package Reference

CONSULT TRACKING		Jun 20, 1997 14:44:38		Page: 1 of 1	
ANDERSON,H C		321-12-3456	2B	JAN 1,1951 (46)	Wt (lb):
No.	Date	St	To Service	Procedure	
1	06/19/97	p	PULMONARY	Electrocardiogram	
2	05/21/97	c	PULMONARY	Consult	
3	05/19/97	a		ELECTROENCEPHALOGRAM	
Enter ?? for more actions					
SP Select Patient		FR Forward		CT Complete/Update	RT Results Display
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	PF Print Form 513
RC Receive		DC Discontinue		SF Sig Findings	
SC Schedule		CM Add Comment		DD Detailed Display	
Select: Quit//					

Significant Findings (SF) Action

The Significant Findings action allows a clinic or service to append a significant findings flag onto a consult (whether completed or not). The action prompts you to enter a comment and sends an alert either at the time the SF action is taken or when the consult is complete. An asterisk is placed next to the consults that have a Significant Findings value of Y.

In this example we add a significant finding to an already completed consult:

CONSULT TRACKING			May 01, 1998 14:51:35		Page:	1 of 2	
ANDERSON,H C			JAN 1,1951 (47)		Wt (lb):		
Ward: NOT 2B							
No.	Date	St	To Service		Procedure		
1	05/01/98	c	CARDIOLOGY		Consult		
2	03/03/98	c	CARDIOLOGY		Consult		
3	02/23/98	c	CARDIOLOGY		Consult		
4	12/16/97	c	CARDIOLOGY		Consult		
5	12/01/97	c	CARDIOLOGY		Consult		
6	11/28/97	dc	CARDIOLOGY		Consult		
7	10/21/97	dc	CARDIOLOGY		Consult		
8	09/05/97	c	CARDIOLOGY		Consult		
9	07/21/97	c	CARDIOLOGY		Electrocardiogram		
10	06/19/97	c	*CARDIOLOGY		Electrocardiogram		
11	06/05/97	c	*CARDIOLOGY		Consult		
12	05/19/97	c	CARDIOLOGY		ELECTROENCEPHALOGRAM		
+ Enter ?? for more actions							
SP Select Patient		FR Forward		CT Complete/Update	RT Results Display		
CV Change View ...		CX Cancel (Deny)		MA Make Addendum	PF Print Form 513		
RC Receive		DC Discontinue		SF Sig Findings			
SC Schedule		CM Add Comment		DD Detailed Display			
Select: Next Screen// SF Sig Findings							

```

CHOOSE No. 1-17: 1

Current Significant Findings = not entered yet

Are there significant findings? (Y/N/U): unknown// yes
Enter COMMENT:
  1>Pt experiencing 60% loss of breathing efficiency.
  2>
EDIT Option:
Alert will be sent to Requesting Provider: WELBY,MARCUS
Send Alert to: snow,CHARLES R. added to the list.
And Send Alert to: welby,MARCUS already in the list.
And Send Alert to:
Processing Alerts...

```

(Continued on the next page.)

Package Reference

CONSULT TRACKING		May 01, 1998 14:52:28		Page: 1 of 2_
ANDERSON,H C		JAN 1,1951 (47)		Wt (lb):
Ward: NOT 2B				
No.	Date	St	To Service	Procedure
1	05/01/98	c	*CARDIOLOGY	Consult
2	03/03/98	c	CARDIOLOGY	Consult
3	02/23/98	c	CARDIOLOGY	Consult
4	12/16/97	c	CARDIOLOGY	Consult
5	12/01/97	c	CARDIOLOGY	Consult
6	11/28/97	dc	CARDIOLOGY	Consult
7	10/21/97	dc	CARDIOLOGY	Consult
8	09/05/97	c	CARDIOLOGY	Consult
9	07/21/97	c	CARDIOLOGY	Electrocardiogram
10	06/19/97	c	*CARDIOLOGY	Electrocardiogram
11	06/05/97	c	*CARDIOLOGY	Consult
12	05/19/97	c	CARDIOLOGY	ELECTROENCEPHALOGRAM
+ Enter ?? for more actions				
SP Select Patient	FR Forward	CT Complete/Update	RT Results Display	
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513	
RC Receive	DC Discontinue	SF Sig Findings		
SC Schedule	CM Add Comment	DD Detailed Display		
Select: Next Screen//				

Notifications about Consults and Requests

During your session, you may notice:

You have PENDING ALERTS
 Enter "VA VIEW ALERTS to review alerts
 Select Clinician Menu Option:

This appears on the screen before each prompt. You may enter VA at any menu prompt in which this message appears to view patient information related to pending notifications.

There are four notifications relating to consults:

There are four notifications relating to consults:

OE/RR Notifications	Notification Number	Recipients
New Service Consult/Request	27	Service Users plus Attention
Consult/Request Resolution	23	Ordering Provider on Complete and if DCed from service. Service users if DCed from CPRS.
Consult/Request Cancel/Hold	30	Ordering Provider
Order(s) Require Electronic Signature	5	Determined by CPRS

The purpose of these notifications is to allow you to take appropriate follow-up action. This might involve merely reading new information, or it might involve several actions on your part such as scheduling an appointment, signing a consult, resubmission, etc.

Package Reference

To initiate the follow-up action, enter VA at the prompt after the view alerts message. In the following example, a user follows up a notification by signing an order:

```
You have PENDING ALERTS
      Enter "VA VIEW ALERTS to review alerts

Select CPRS Manager Menu Option: VA View Alerts

1. NIVEK,EPS (N4723): New order(s) placed.
2. ANDERSON, (A3456): Consult/Request DENIED To Service: PODIATRY
3. NIVEK,EPS (N4723): Order requires electronic signature.
Select from 1 to 3

      or enter ?, A I, F, P, M, R, or ^ to exit
      or RETURN to continue: 3
Processing alert: NIVEK,EPS (N4723): Order requires electronic signature.
Searching the patient's chart ...
```

Package Reference

Unsigned Orders		Sep 24, 1997 09:22:04	Page: 1 of 1
NIVEK,EPSILON	523-23-4723	2B/A-2	OCT 23,1927 (69) <A>
Selected date range: None Selected			
Item Ordered	Requestor	Start	Stopts
1 >> Weight *UNSIGNED*	CARLSON-,N		unr
2 Consult to CARDIOLOGY Consultant's Choice *UNSIGNED*	CARLSON-,N		unr
3 Consult to CARDIOLOGY Consultant's Choice *UNSIGNED*	CARLSON-,N		unr
Enter the numbers of the items you wish to act on. >>>			
+ Next Screen		- Previous Screen	Q Quit
Select: Quit// 2			

Unsigned Orders		Sep 24, 1997 09:22:04	Page: 1 of 1
NIVEK,EPSILON	523-23-4723	2B/A-2	OCT 23,1927 (69) <A>
Selected date range: None Selected			
Item Ordered	Requestor	Start	StopSts
1 >> Weight *UNSIGNED*	CARLSON-,N		unr
2 Consult to CARDIOLOGY Consultant's Choice *UNSIGNED*	CARLSON-,N		unr
3 Consult to CARDIOLOGY Consultant's Choice *UNSIGNED*	CARLSON-,N		unr
Enter the numbers of the items you wish to act on. >>>			
Change		Sign	
Discontinue		Detailed Display	
Select: Quit// S			

Consult to CARDIOLOGY Consultant's Choice -	<div>Enter your electronic signature here.</div>
Enter your Current Signature Code: SIGNATURE VERIFIED	
Consult to CARDIOLOGY Consultant's Choice signed. Searching the patient's chart ...	

(Continued on the next page.)

Package Reference

Unsigned Orders		Sep 24, 1997 09:22:04	Page: 1 of 1
NIVEK,EPSILON	523-23-4723	2B/A-2	OCT 23,1927 (69) <A>
Selected date range: None Selected			
Item Ordered	Requestor	Start	Stop ts
1 >> Weight *UNSIGNED*	CARLSON-,N		unr
3 Consult to CARDIOLOGY Consultant's Choice *UNSIGNED*	CARLSON-,N		unr
Enter the numbers of the items you wish to act on. >>>			
+ Next Screen	- Previous Screen	Q Quit	
Select: Quit//			

Package Reference

ABNORMAL IMAGING RESULTS	ON	System value is Mandatory
ABNORMAL LAB RESULT (INFO)	OFF	OERR value is Disabled
ABNORMAL LAB RESULTS (ACTION)	OFF	No Mandatory or User Enabled values
ADMISSION	OFF	No Mandatory or User Enabled values
CONSULT/REQUEST CANCEL/HOLD	OFF	User value is Enabled
CONSULT/REQUEST RESOLUTION	OFF	User value is Enabled
CRITICAL LAB RESULT (INFO)	ON	System value is Mandatory
CRITICAL LAB RESULTS (ACTION)	OFF	OERR value is Disabled
DECEASED PATIENT	OFF	System value is Disabled
DISCHARGE	OFF	No Mandatory or User Enabled values
DNR EXPIRING	OFF	OERR value is Disabled
ERROR MESSAGE	OFF	No Mandatory or User Enabled values
FLAGGED ORDERS	OFF	Division value is Disabled
FOOD/DRUG INTERACTION	OFF	No Mandatory or User Enabled values
FREE TEXT	OFF	No Mandatory or User Enabled values
IMAGING PATIENT EXAMINED	OFF	User value is Disabled
IMAGING REQUEST CANCEL/HELD	OFF	No Mandatory or User Enabled values
IMAGING RESULTS	OFF	User value is Disabled
IMAGING RESULTS AMENDED	OFF	No Mandatory or User Enabled values
LAB ORDER CANCELED	ON	Division value is Mandatory
LAB RESULTS	OFF	System value is Disabled
MEDICATIONS EXPIRING	OFF	OERR value is Disabled
NEW ORDER	OFF	System value is Disabled
NEW SERVICE CONSULT/REQUEST	OFF	User value is Enabled
NPO DIET MORE THAN 72 HRS	OFF	OERR value is Disabled
ORDER CHECK	OFF	OERR value is Disabled
ORDER REQUIRES CHART SIGNATURE	OFF	Division value is Disabled
ORDER REQUIRES CO-SIGNATURE	OFF	No Mandatory or User Enabled values
ORDER REQUIRES ELEC SIGNATURE	ON	System value is Mandatory
ORDERER-FLAGGED RESULTS	OFF	OERR value is Disabled
SERVICE ORDER REQ CHART SIGN	OFF	No Mandatory or User Enabled values
SITE-FLAGGED ORDER	OFF	OERR value is Disabled
SITE-FLAGGED RESULTS	OFF	OERR value is Disabled
STAT IMAGING REQUEST	OFF	Division value is Disabled
STAT ORDER	OFF	OERR value is Disabled
STAT RESULTS	OFF	OERR value is Disabled
TRANSFER FROM PSYCHIATRY	OFF	System value is Disabled
UNSCHEDULED VISIT	OFF	No Mandatory or User Enabled values
UNVERIFIED MEDICATION ORDER	OFF	OERR value is Disabled
URGENT IMAGING REQUEST	OFF	OERR value is Disabled

- End of Report -

Press RETURN to continue: **<Enter>**

Select Notification Mgmt Menu Option: **1** Enable/Disable My Notifications

Enable/Disable My Notifications

----- Setting for User: SNOW,CHARLES R. -----

Select Notification: **CONS**

1 CONSULT/REQUEST CANCEL/HOLD

2 CONSULT/REQUEST RESOLUTION

CHOOSE 1-2: **1** CONSULT/REQUEST CANCEL/HOLD

Notification: CONSULT/REQUEST CANCEL/HOLD// **<Enter>** CONSULT/REQUEST CANCEL/HOLD
CONSULT/REQUEST CANCEL/HOLD

Value: **?**

Code indicating processing flag for the entity and notification.

Select one of the following:

M Mandatory

E	Enabled
D	Disabled

Value: **E** Enabled

Select Notification: **CONS**

1 CONSULT/REQUEST CANCEL/HOLD

2 CONSULT/REQUEST RESOLUTION

CHOOSE 1-2: **2** CONSULT/REQUEST RESOLUTION

Notification: CONSULT/REQUEST RESOLUTION// **<Enter>** CONSULT/REQUEST RESOLUTION
CONSULT/REQUEST RESOLUTION

Value: **E** Enabled

Select Notification: **<Enter>**

Select Notification Mgmt Menu Option: **NEW**

1 NEW ORDER

2 NEW SERVICE CONSULT/REQUEST

CHOOSE 1-2: **2** NEW SERVICE CONSULT/REQUEST

Notification: NEW SERVICE CONSULT/REQUEST// NEW SERVICE CONSULT/REQUEST NEW
SERVICE CONSULT/REQUEST **<Enter>**

Value: **MANDATORY**

Select Notification:

New Service Consult/Request

This notification is triggered by the Consults package when a new consult has been requested by a user.

In the following example, the system displays three notifications for new Consults:

```
HOLMES,SH (H5377): New consult Neuro (Stat)
ANDERSON, (A3456): New consult CAR (Routine)
DOE,WILLI (D6572): New consult PLM (Routine)
      Enter "VA VIEW ALERTS to review alerts

Select Systems Manager Menu Option:
```

As a follow-up action, the system displays the consult in a Consult/Tracking screen so that the recipient can take appropriate action. To initiate the follow-up action, enter VA at the prompt and select the notification you want to follow-up on. After selecting this notification from the View Alerts menu, the system deletes the notification.

In the following example, a new consult is first examined and then a receive action is performed:

```
1.  TRAT,JACK (T2342): NEW consult CAR (Routine)
2.  STONE,JER (S2432): Consult COMPLETED: CAR
3.  TRAT,JACK (T2342): Consult COMPLETED: PLM
      Select from 1 to 3
      or enter ?, A I, F, P, M, R, or ^ to exit
      or RETURN to continue: A

Processing alert: TRAT,JACK (T2342): NEW consult  (Routine)
```

Consult/Request Alerts			Feb 13, 1998 13:43:55		Page:	1 of	1
TRAT,JACK			234-24-2342	1A	FEB 3,1923 (74)	Wt (lb):	
Number	Date	St	Service			Procedure	
1	12/16/97	p	CARDIOLOGY			EKG Portable	
Enter ?? for more actions							
SP Select Patient	RC Receive	CM Add Comment			DD Detailed Display		
CV Change View ...	FR Forward	CT Complete/Update			RT Results Display		
AD Add New Orders	CX Cancel (Deny)	MA Make Addendum			PF Print Form 513		
	DC Discontinue	SF Sig Findings					
Select Action: Quit// DD Detailed Display							

Compiling Report...

CONSULTS DETAILED DISPLAY		Dec 19, 1997 08:12:04	Page:	1 of 5
CONSULT DETAILED DISPLAY		Consult No.: 731		
TRAT,JACK	234-24-2342	DOB: (74)	Wt. (lb):	No Entry
Current Inpatient/Outpatient: Inpatient				
Ward:	1A			
To Service:	CARDIOLOGY			
From Service:	1A			
Consult Type:	EKG Portable			
Provisional Diagnosis:	Cardiomyopathy			
Reason For Request:	Rule out alternate diagnosis			
Status:	PENDING			
Service is to be rendered on an INPATIENT basis				
ATTENTION:	ARCENEAX,CHARLES			
Place:	Bedside			
Urgency:	Stat			
Request Activity	Date/Time	Ordering Clinician	Entered By	
ENTERED IN CPRS	12/16/97 15:52	SNOW,CHARLES R.	SNOW,CHARLES R.	
+ Enter ?? for more actions				
Select Action: Next Screen// Q Q				

Consult/Request Alerts		Feb 13, 1998 13:44:53		Page:	1 of 1
TRAT,JACK	234-24-2342	1A	FEB 3,1923 (74)	Wt (lb):	
Number	Date	St	Service	Procedure	
1	12/16/97	p	CARDIOLOGY	EKG Portable	
Enter ?? for more actions					
SP Select Patient	RC Receive	CM Add Comment	DD Detailed Display		
CV Change View ...	FR Forward	CT Complete/Update	RT Results Display		
AD Add New Orders	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
	DC Discontinue	SF Sig Findings			
Select Action: Quit// RC Receive					

Who received it?:	ARCENEAX,CHARLES	CA
Date/Time Actually Received:	NOW// (DEC 19, 1997 @ 08:12)	

(Continued on the next page.)

Package Reference

Consult/Request Alerts	Dec 19, 1997 08:13:01	Page:	1 of 1
TRAT,JACK	234-24-2342 1A	FEB 3,1923 (74)	Wt (lb):

Number	Date	St	Service	Procedure
1	12/16/97	a	CARDIOLOGY	EKG Portable

Enter ?? for more actions

RC Receive	CM Add Comment	DD Detailed Display
FR Forward	CT Complete	RT Results Display
CX Cancel (Deny)	MA Make Addendum	PT Print SF 513
DC Discontinue		

Select Action: Quit// <Enter> QUIT

Continue Processing ALERTS ? Y//

Consult/Request Resolution

This notification is triggered by the Consults package when it determines that a consult is complete.

In the following example, the originating physician receives notifications that consults are complete:

```
ANDERSON, (A3456): Completed Consult CAR HOLTER  
BUD,ROSE (B1996): *Completed Consult CAR  
JINGLE,BE (J8910): Completed Consult PSURG  
                  Enter "VA    VIEW ALERTS          to review alerts  
  
Select Systems Manager Menu Option:
```

As a follow-up action, the system displays the Consult/Request and results/report. To initiate the follow-up action, enter VA at the prompt and select the notification you want to follow-up on. After viewing, the system deletes the notification.

Notice the asterisk on the second notification. This means that there are significant findings for that consult.

Consult/Request Cancel/Hold

This notification is triggered from the Consults package when a Consult request is cancelled, discontinued, or put on hold.

In the following example, a user receives notification of a discontinued and a denied consult:

```
TRAT,JACK (T2342): Cancelled consult CAR
FERGUSON (F9876): Discontinued Consult MEDICINE
ANDERSON, (A3456): Cancelled consult POD
                Enter "VA  VIEW ALERTS      to review alerts

Select Systems Manager Menu Option:
```

As a follow-up action, the system displays consult with comments. If appropriate, the submitter may resubmit the consult based on this new information. To initiate the follow-up action, enter VA at the prompt and select the notification you want to follow-up on. After viewing, the notification is deleted by the system.

In the following example, a cancelled order is edited and resubmitted:

```
You have PENDING ALERTS
                Enter "VA  VIEW ALERTS      to review alerts

Select Consult Service Tracking Option: VA View Alerts

1.  BAXTER,NA (T2342): Cancelled consult to PLM
2.  ANDERSON, (A3456): Discontinued consult to CAR
3.  STONE,JER (S2432): Completed Consult CAR
    Select from 1 to 3
    or enter ?, A I, F, P, M, R, or ^ to exit
    or RETURN to continue: 1

Processing alert: BAXTER,NA (B8840): Cancelled consult PLM
```

(Continued on next page.)

Edit Consult Order	Feb 26, 1999 15:58:08	Page: 1 of 2
Edit Consult for Patient BAXTER,NATHAN Consult Number: 1336		
Sending Provider: SNOW,CHARLES R.		
Field Name	Current Field Contents	
CURRENT STATUS: (Not Editable): CANCELLED		
CANCELLED BY (Not Editable): SNOW,CHARLES R.		
CANCELLED COMMENT (Not Editable):		
Testing edit.		

CANCELLED BY (Not Editable): ARCENEAX,CHARLES		
CANCELLED COMMENT (Not Editable):		
Testing edit/resubmit.		

SENDING PROVIDER (Not Editable): SNOW,CHARLES R.		
REQUEST TYPE (Not Editable): Consult		

1 TO SERVICE: PULMONARY		
2 PROCEDURE:		
3 Performed as INPT OR OUTPT: Outpatient		
+ Enter ?? for more actions		
ED Edit A Field	RS ReSubmit Consult	
Select Action: Next Screen// <Enter>		

Edit Consult Order	Feb 26, 1999 16:01:18	Page: 2 of 2
Edit Consult for Patient BAXTER,NATHAN Consult Number: 1336		
Sending Provider: SNOW,CHARLES R.		
+ Field Name	Current Field Contents	
4 URGENCY: Routine		
5 PLACE OF CONSULTATION:		
6 ATTENTION (CONSULTANT):		
7 PROVISIONAL DIAGNOSIS:		
8 REASON FOR REQUEST:		
Pt has trouble breathing.		
9 COMMENT(S): (Add Only)		
ADDED COMMENT (Not Editable) Entered: Jan 11, 1999 BY: SNOW,CHARLES R.		
Testing, more testing.		
Enter ?? for more actions		
ED Edit A Field	RS ReSubmit Consult	
Select Item/Action:Quit// 7		

(Continued on the next page.)

Package Reference

Edit Consult Order	Feb 02, 1999 10:44:38	Page:	2 of	2
Edit Consult for Patient TRAT,JACK Consult Number: 1366				
Sending Provider: SNOW,CHARLES R.				
+ Field Name		Current Field Contents		
8 REASON FOR REQUEST: Pt is having chest pains.				
9 COMMENT(S): (Add Only)				
Enter ?? for more actions				
ED Edit A Field		RS ReSubmit Consult		
Select Item/Action:Quit// ED Edit A Field				

Select the fields to edit: **7**
Provisional Diagnosis: **Angina**

Edit Consult Order	Feb 26, 1999 16:06:16	Page:	2 of	2
Edit Consult for Patient BAXTER,NATHAN Consult Number: 1336				
Sending Provider: SNOW,CHARLES R.				
+ Field Name		Current Field Contents		
4 URGENCY: Routine				
5 PLACE OF CONSULTATION:				
6 ATTENTION (CONSULTANT):				
7 PROVISIONAL DIAGNOSIS: Angina				
8 REASON FOR REQUEST: Pt has trouble breathing.				
9 COMMENT(S): (Add Only)				
ADDED COMMENT (Not Editable) Entered: Jan 11, 1999 BY: SNOW,CHARLES R. Testing, more testing.				
Enter ?? for more actions				
ED Edit A Field		RS ReSubmit Consult		
Select Action: Quit// <Enter> QUIT				

(Continued on the next page.)

This Consult Has Not Been Resubmitted!!
Resubmit Or All Edits Will Be Lost!!

Do you wish to resubmit now? ? YES// **Y** YES
Resubmitting Consult ... One moment please ...
Filing Tracking Data...

1. ANDERSON, (A3456): Discontinued consult to CAR
 2. STONE,JER (S2432): Completed Consult CAR
- Select from 1 to 2
or enter ?, A I, F, P, M, R, or ^ to exit
or RETURN to continue:

Special Considerations for Discontinued Orders

When an order is Discontinued, who gets the notification depends on the source of the discontinuation. If the Discontinue is generated in the Orders tab of CPRS, then Consults assumes that the original orderer initiated the Discontinue and sends an alert to the receiving service. If the Discontinue is generated in the Consults tab of CPRS or in Consult Tracking, then Consults assumes the receiving initiated the Discontinue and sends the alert to the originator.

Consult/Request Has An Added Comment

If a comment is added to a consult by someone in the receiving service, that person is prompted to send notification to the originator of the consult and to any other persons. Other recipients of this notification are controlled as a New Service Consult.

In the following example, a clinician in the Surgery service has added a comment:

```
SIMPSON,H (S9999): Comment Added to Consult CARDIOLOGY
Enter  "VA    VIEW ALERTS      to review alerts

Select Consult Management Option:
```

The follow-up action is to display the orders containing the comments so that you can read them.

Order(s) Require Electronic Signature

If you do not sign a consult at the time you initiate it, the CPRS triggers a notification reminding you of the need for an electronic signature.

In the following example, three notifications are presented for Consults that need an electronic signature:

```
ANDERSON, (A3456): Order requires electronic signature.
NIVEK,EPS (N4723): Order requires electronic signature.
ESSTEPON, (E3234): Order requires electronic signature.
Enter  "VA    VIEW ALERTS      to review alerts

Select Systems Manager Menu Option:
```

The follow-up action is to display the orders requiring electronic signature in a CPRS screen so that you can use the Sign action. The system deletes the notification after you have signed the order.

Significant Findings for a Consult

If the status of the Significant Findings Flag is changed in any way, an alert is sent by the Consults package. As far as the recipients and delivery, this notification is treated like a Consult/ Request Resolution.

This alert may be delayed, at the user's option, until the consult is complete.

In the example that follows, three significant findings notifications are present. One for a completed consult, one for a pending consult, and one for the Significant Findings Flag being turned off on a completed consult:

```
ANDERSON, (A3456): Sig Findings for consult CAR
DOE,WILLI (D6572): Sig Findings for consult CAR
CONFORT, (C1432): No Sig Findings for consult PLM
                  Enter  "VA   VIEW ALERTS      to review alerts

Select Systems Manager Menu Option:
```

The follow-up action is to display the orders that have had a change in the Significant Findings Flag in the CPRS screen so that you can examine them.

Glossary

Action	An action in Consults can be selected throughout processing to 1) control screen movement, 2) add new consult orders, or 3) process existing orders.
Consult	Referral of a patient by the primary care physician to another hospital service/ specialty, to obtain a medical opinion based on patient evaluation and completion of any procedures, modalities, or treatments the consulting specialist deems necessary to render a medical opinion.
Discontinued Orders	Orders that are discontinued or cancelled.
Order	A request for a consult (service/sub-specialty evaluation) or procedure (Electrocardiogram) to be completed for a patient.
Order Cancellation	A request to stop performance of a consult/procedure request; the order may be edited and reactivated
Order Discontinuation	A request to stop (discontinue) performance of a consult/procedure request.

Glossary

Procedure Request	Any procedure (EKG, Stress Test, etc.) which may be ordered from another service/ specialty without first requiring formal consultation.
Request	See Procedure Request.
Requestor	This is the health care provider (e. g., the physician/clinician) who requests the order to be done.
Result	A consequence of an order. Refers to evaluation or status results. When you use the Complete Request (CT) action on a consult or request, you are transferred to TIU to enter the results.
Screen Context	This term refers to the particular selection of orders displayed on the screen (e. g., Medicine consults for the patient Ralph Jones).
Service	A clinical or administrative specialty (or department) within a Medical Center.
Status Result	A result that indicates the processing state of an order; for example, a Pharmacy TPN Consult order may be discontinued (dc) or completed (c).
Status Symbols	Codes used in order entry and Consults displays to designate the status of the order.

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